



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, D.C. 20350-3000

NAVMC DIR 3500.91

C 469

OCT 03 2006

NAVMC DIRECTIVE 3500.91

From: Commandant of the Marine Corps  
To: Distribution List

Subj: FOOD SERVICE OPERATIONS TRAINING AND READINESS MANUAL, (SHORT TITLE:  
FOOD SERVICE T&R MANUAL)

Ref: (a) MCO P3500.72A  
(b) MCO 1553.3A  
(c) MCO 3400.3F  
(d) MCO 3500.27A  
(e) MCRP 3-0A  
(f) MCRP 3-0B  
(g) MCO 1553.2A

1. Purpose. Per reference (a), this T&R Manual establishes Core Capability Mission Essential Tasks (MET) for readiness reporting and required events for standardization training of Marines and Navy personnel whose primary mission is to carry out food service garrison and expeditionary operations. Additionally, it identifies core entry-level training requirements for MOS 3302 and 3381. This NAVMC supersedes MCO 1510.72B.

2. Scope

a. The Core Capability Mission Essential Task List (METL) in this manual is used in Defense Readiness Reporting System (DRRS) by all Food Service units for the assessment and reporting of unit readiness. Units achieve training readiness for reporting in DRRS by gaining and sustaining proficiency in the training events in this manual at both collective (unit) and individual levels.

b. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute each MET, and develop long-, mid-, and short-range training plans to sustain proficiency in each MET. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps, and document objective assessments of readiness associated with training Marines. Commanders will use reference (c) to incorporate nuclear, biological, and chemical defense training into training plans and reference (d) to integrate operational risk management. References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

c. Formal school and training detachment commanders will use references (a) and (g) to ensure programs of instruction meet skill training

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

OCT 18 1988

requirements established in this manual, and provide career-progression training in the events designated for initial training in the formal school environment.

3. Information. CG, TECOM will update this T&R Manual as necessary to provide current and relevant training standards to commanders, and to ensure a current Core Capabilities METL is available for use in DRRS by the Marine Corps Food Service community. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM (Ground Training Branch C 469), 1019 Elliot Road, Quantico, VA 22134.

4. Command. This Directive is applicable to the Marine Corps Total Force.

5. Certification. Reviewed and approved this date.



GEORGE J. FLYNN  
By direction

Distribution: PCN 10303371100

Copy to: 7000260 (2)  
8145001 (1)

NAVMC DIR 3500.91  
3 Oct 06

LOCATOR SHEET

Subj: FOOD SERVICE OPERATIONS TRAINING AND READINESS MANUAL (SHORT TITLE:  
FOOD SERVICE T&R MANUAL)

Location: \_\_\_\_\_  
(indicate location(s) of copy(ies) of this Manual.)

RECORD OF CHANGES

Log completed change action as indicated

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

TABLE OF CONTENTS

CHAPTER

1 . . . . .	OVERVIEW
2 . . . . .	MISSION ESSENTIAL TASKS MATRIX
3 . . . . .	COLLECTIVE EVENTS
4 . . . . .	MOS 3302 INDIVIDUAL EVENTS
5 . . . . .	MOS 3372 INDIVIDUAL EVENTS
6 . . . . .	MOS 3381 INDIVIDUAL EVENTS

FOOD SERVICE T&R MANUAL

CHAPTER 1

OVERVIEW

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION. . . . .	1000	1-2
UNIT TRAINING . . . . .	1001	1-2
UNIT TRAINING MANAGEMENT. . . . .	1002	1-3
SUSTAINMENT AND EVALUATION OF TRAINING. . . . .	1003	1-3
ORGANIZATION. . . . .	1004	1-4
T&R EVENT CODING. . . . .	1005	1-4
COMBAT READINESS PERCENTAGE. . . . .	1006	1-5
EVALUATION-CODED (E-CODED) EVENTS . . . . .	1007	1-6
CRP CALCULATION . . . . .	1008	1-6
T&R EVENT COMPOSITION . . . . .	1009	1-7
NBC TRAINING. . . . .	1010	1-9
NIGHT TRAINING. . . . .	1011	1-9
OPERATIONAL RISK MANAGEMENT (ORM) . . . . .	1012	1-9
MARINE CORPS GROUND T&R PROGRAM . . . . .	1013	1-10

## FOOD SERVICE T&R MANUAL

### CHAPTER 1

#### OVERVIEW

#### 1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject matter experts (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). T&R manuals are built around these METLs and all events contained in T&R manuals relate directly to this METL. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. The T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

#### 1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Training will support the

METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this Manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

## **1002. UNIT TRAINING MANAGEMENT**

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (a) through (g).

## **1003. SUSTAINMENT AND EVALUATION OF TRAINING**

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or



before expiration of the designated sustainment interval. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

3. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

#### **1004. ORGANIZATION**

1. The Food Service Operations T&R Manual is a community-based manual, written to support the Food Service community. The manual is not intended, nor should it be used as a stand-alone document. The manual is organized in five chapters.

a. Chapter 1 is an overview of the Marine Corps's Training and Readiness program. It consists of elements common to all MOSs that are pertinent to successful implementation of a Training and Readiness program. Chapter 1 also outlines the organization and key elements of the Food Service T&R Manual, with explanations of each key element.

b. Chapters 2 and 3 consist of the Mission Essential Tasks and collective training events for the Food Service community. Collective Training Events are arranged by event code under the appropriate supported MET. An index of collective events arranged by level is included for easy referencing.

c. Chapters 4, 5, and 6 consist of the Individual Training Events for the Food Service Officer (3302 MOS), the Marine Aide (3372 MOS), and the Food Service Specialist (3381 MOS). Events are arranged by MOS/EVENT CODE. An index of the individual events arranged by level is included in each chapter for easy referencing.

**1005. T&R EVENT CODING.** T&R events are coded for ease of reference. Each event has a 4-4-4-digit identifier. The first four digits represent either

the Community or the MOS (FDSV, 3302 or 3381). The second four digits represent the functional or duty area (Administration (ADMN), Contracting/QAE (CTQA), Equipment (EQMT), Expeditionary (EXPD), Food Preparation (FDPR), Garrison (GARR), and Subsistence (SUBS). The last four digits represent the level and sequence of the event. The T&R levels are shown in figure (1). An example of the T&R coding used in this manual is shown in figure (2).

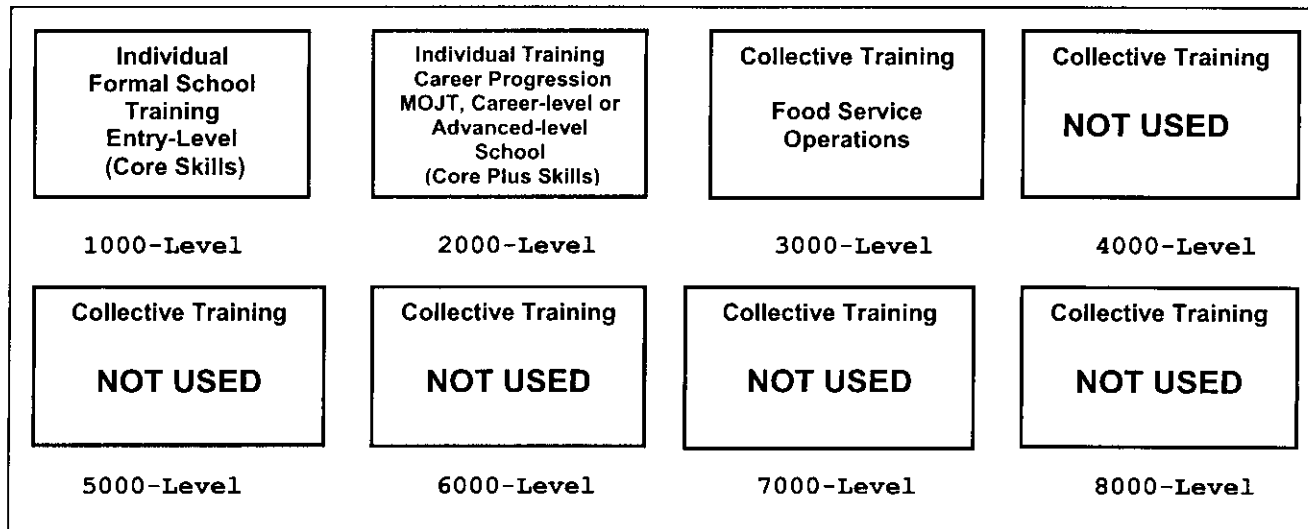


Figure 1: T&R Event Levels

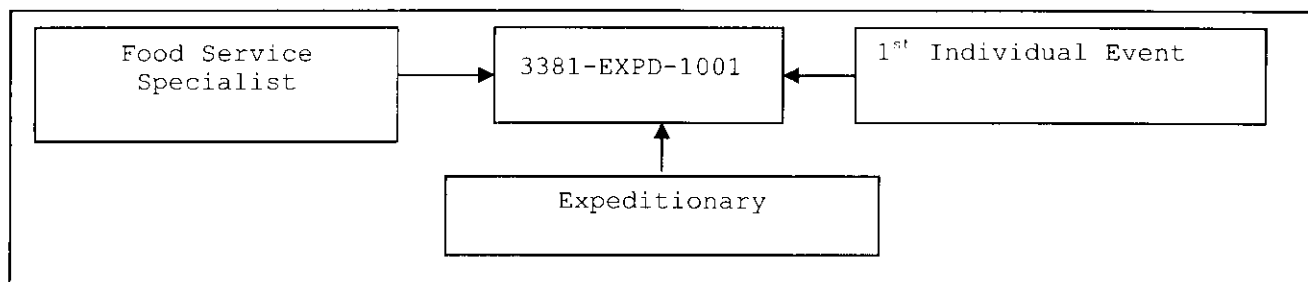


Figure 2: T&R Event Coding

#### 1006. COMBAT READINESS PERCENTAGE

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. Combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called "Evaluation-Coded" (E-Coded) Events. E-Coded Events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

4. Individual combat readiness is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade (or billet) that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

#### **1007. EVALUATION-CODED (E-CODED) EVENTS**

1. T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

#### **1008. CRP CALCULATION**

1. Collective training begins at the 3000 level (tactical, team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. These collective events are E-Coded and the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET,

then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

MET 1: 75% complete (3 of 4 E-Coded events trained)  
MET 2: 100% complete (6 of 6 E-Coded events trained)  
MET 3: 25% complete (1 of 4 E-Coded events trained)  
MET 4: 50% complete (2 of 4 E-Coded events trained)  
MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP:  $75 + 100 + 25 + 50 + 75 = 325$

Unit CRP:  $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

#### 1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R manual.

a. Event Code (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first 4 characters indicate the occupational function. The second 4 characters indicate functional area (ADOP, LOAD, RIG, etc.). The third 4 characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This ensures that the billet's expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

g. Grade. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

h. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Conduct immediate action against a convoy ambush).

i. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

j. Standard. The standard indicates the basis for judging effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

k. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

l. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

m. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

n. Related Events. Provide a list of all Individual Training Standards that support the event.

o. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

p. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

q. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel
- Other Support Requirements

r. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

#### **1010. NBC TRAINING**

1. All personnel assigned to the operating force must be trained in nuclear, biological, and chemical defense (NBCD), in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive NBC attacks. Basic operating standards are those that the individual, and collectively the unit, must perform to continue operations in an NBC environment.

2. In order to develop and maintain the ability to operate in an NBC environment, NBCD training is an integral part of the training plan and events in this T&R Manual. Units should train under NBC conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

#### **1011. NIGHT TRAINING**

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on individual, crew, and unit proficiency.

#### **1012. OPERATIONAL RISK MANAGEMENT (ORM)**

1. ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a decision making tool used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a course of action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

#### **1013. MARINE CORPS GROUND T&R PROGRAM**

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the Marine Corps Task List (MCTL), through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METs.

FOOD SERVICE T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

	<u>PARAGRAPH</u>	<u>PAGE</u>
SERVICE LEVEL MISSION ESSENTIAL TASKS MATRIX. . . . .	2000	2-2



FOOD SERVICE T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

**2000. SERVICE-LEVEL MISSION ESSENTIAL TASKS MATRIX.** Below is the Service-Level Mission Essential Task List (METL) Table, which includes the designated MET number, title, and evaluation-coded (E-Coded) events that support the MET.

<b>MET #1: Perform Expeditionary Food Service Operations</b>		<b>E-CODED</b>
FDSV-EXPD-3302	Load Tray Ration Heater System in QuadCon for Embarkation	YES
FDSV-EXPD-3303	Install Tray Ration Heater System (TRHS) in a Tactical Vehicle	YES
FDSV-EXPD-3306	Establish a feeding site and feed personnel with TRHS	YES
FDSV-EXPD-3311	Prepare FFSS for embarkation	YES
FDSV-EXPD-3313	Erect General Purpose Medium Tent (GP)	YES
FDSV-EXPD-3314	Erect Modular Command Post System Tent (CP)	YES
FDSV-EXPD-3318	Supervise the Set Up of a Field Mess	YES
FDSV-EXPD-3319	Deploy the FFSS to provide food service support for expeditionary feeding	YES
<b>MET #2: Perform Garrison Food Service Operations</b>		
FDSV-CTQA-3102	Conduct inspection of food service facilities	YES
FDSV-EQMT-3201	Maintain minor property	YES
FDSV-GARR-3501	Conduct food service sanitation training	YES
FDSV-SUBS-3603	Establish procurement requirements for distribution of subsistence	YES
<b>MET #3: Direct Food Service Program</b>		
FDSV-ADMN-3001	Manage Food Service Personnel Structure	YES

FOOD SERVICE T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE . . . . .	3000	3-2
EVENT CODING. . . . .	3001	3-2
INDEX OF COLLECTIVE EVENTS BY LEVEL . . . . .	3002	3-3
3000 LEVEL COLLECTIVE EVENTS. . . . .	3003	3-4

FOOD SERVICE T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

**3000. PURPOSE.** Chapter 3 contains collective training events for the Food Service community.

**3001. EVENT CODING.** Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e., XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. Each event starts with FDSV, indicating that the event is for units in the Food Service Occupational Field.

b. Field two. This field is alpha characters indicating a functional area. In this T&R Manual, the functional areas for collective training events are:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administrative Functions	FDSV-ADMN-XXXX
CTQA	Contracting/Quality Assurance Evaluator	FDSV-CTQA-XXXX
EQMT	Equipment	FDSV-EQMT-XXXX
EXPD	Expeditionary	FDSV-EXPD-XXXX
GARR	Garrison	FDSV-GARR-XXXX
SUBS	Subsistence	FDSV-SUBS-XXXX

c. Field three. This field provides the unit level at which the event is accomplished and numerical sequencing;

<u>Level</u>	<u>Number Series</u>	<u>Example</u>
FOOD SERVICE OPERATIONS	3000	FDSV-ADMN-3001

3002. INDEX OF COLLECTIVE EVENTS BY LEVEL

Event Code	E-Coded	Event	Page
		<b>3000 LEVEL</b>	
FDSV-ADMN-3001	X	Manage Food Service Personnel Structure	3-4
FDSV-ADMN-3002		Maintain Long-Range Mess Hall Equipment Replacement Record	3-4
FDSV-CTQA-3101		Monitor quality control program for food service operation	3-5
FDSV-CTQA-3102	X	Conduct inspection of food service facilities	3-5
FDSV-EQMT-3201	X	Maintain minor property	3-6
FDSV-EXPD-3301		Inventory insulated food and beverage transporters	3-6
FDSV-EXPD-3302	X	Load Tray Ration Heater System in QuadCon for Embarkation	3-7
FDSV-EXPD-3303	X	Install Tray Ration Heater System (TRHS) in a Tactical Vehicle	3-7
FDSV-EXPD-3304		Establish Force Protection Procedures	3-8
FDSV-EXPD-3305		Operate a tray ration heating system in a vehicle	3-8
FDSV-EXPD-3306	X	Feed personnel with TRHS at multiple locations	3-9
FDSV-EXPD-3307		Perform Trouble Shooting Test Sequence of the TRHS Burner	3-9
FDSV-EXPD-3308		Perform Trouble Shooting Test Sequence of the TRHS Tank	3-10
FDSV-EXPD-3309		Perform Trouble Shooting Test Sequence of the TRHS Inverter Assembly	3-11
FDSV-EXPD-3310		Maintain Insulated Food and Beverage Transporters	3-11
FDSV-EXPD-3311	X	Prepare FFSS for embarkation	3-12
FDSV-EXPD-3312		Implement Start-Up procedures for FFSS and set up	3-12
FDSV-EXPD-3313	X	Erect General Purpose Medium Tent (GP)	3-13
FDSV-EXPD-3314	X	Erect Modular Command Post System Tent (CP)	3-14
FDSV-EXPD-3315		Take down modular command post system tent (CP)	3-14
FDSV-EXPD-3316		Maintain Refrigerated Container	3-15
FDSV-EXPD-3317		Prepare the Family of field Feeding Rations and Enhancements Using T/E	3-15
FDSV-EXPD-3318	X	Supervise the Set Up of a Field Mess	3-16
FDSV-EXPD-3319	X	Deploy the FFSS in support of expeditionary feeding	3-16
FDSV-GARR-3501	X	Conduct food service sanitation training	3-17
FDSV-SUBS-3601		Decontaminate subsistence supplies	3-18
FDSV-SUBS-3602		Rotate subsistence supplies	3-18
FDSV-SUBS-3603	X	Establish procurement requirements for distribution of subsist	3-19
FDSV-SUBS-3604		Review packaged operational rations (POR) requirements	3-20

**3003. 3000 LEVEL COLLECTIVE EVENTS**

**FDSV-ADMN-3001:** Manage food service personnel structure

**SUPPORTED MET(S):** 3

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a food service office environment, given information regarding personnel requirements within the Marine Corps for OccField 33XX, and the references.

**STANDARD:** To ensure personnel needed are assigned to specific commands according to grade, background, experience, and the requirement.

**EVENT COMPONENTS:**

1. Gather personnel numbers and information for food service personnel support requirements.
2. Coordinate with OccField 33XX Monitors.
3. Recommend personnel assignments to commands.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
  2. MCRP 4-11.8A Food Service Reference Publication
- 

**FDSV-ADMN-3002:** Maintain Long-Range Mess Hall Equipment Replacement Record

**SUPPORTED MET(S):** 2

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**CONDITION:** In a food service environment, given equipment, equipment life expectancy data, condition codes, plant account/property records, Defense Logistics Agency equipment catalog, budget guidance, program spreadsheet, and references.

**STANDARD:** To prioritize equipment replacement, transportation, and installation costs accurately.

**EVENT COMPONENTS:**

1. Review operational equipment replacement plans.
2. Ensure information is contained when using computer/manually generated format.
3. Submit to higher headquarters.

**REFERENCES:**

1. FSC C7300-IL Group 73 Federal Supply Catalog Identification List
  2. MCO P10150.1 Garrison Property [CMR] Policy Manual
-

**FDSV-CTQA-3101:** Monitor Quality Control Program for Food Service Operation

**SUPPORTED MET(S):** 2

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**CONDITION:** In a food service environment, given master menus, Armed Forces Recipe Service Index, local/manufacturer's recipes, and references.

**STANDARD:** To ensure that food preparation meets specified standards in the food preparation plan.

**EVENT COMPONENTS:**

1. Assign quality assurance personnel.
2. Review master menu.
3. Review Statement of Work to determine requirements of contractor.
4. Perform Quality Assurance inspections according to random evaluation schedules.
5. Perform Quality Assurance inspections according to planning evaluation schedules.
6. Inspect the quality of food preparation.
7. Report written findings.
8. Conduct technical inspection.

**REFERENCES:**

1. MCFMIS SOP
  2. MCO P10110.17C MC Nutrition and Menu Planning Manual
  3. MCO P10110.25C B Ration Book
  4. MCO P10110.34E MC Food Service and Subsistence Program
  5. MCO P10110.35C Menu Standards
  6. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
  7. MCRP 4-11.8A Food Service Reference Publication
  8. NAVMED P-5010 Navy Sanitation
  9. NAVMED P-5010.9 Ground Sanitation
- 

**FDSV-CTQA-3102:** Conduct Inspection of Food Service Facilities

**SUPPORTED MET(S):** 2

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 12 months

**CONDITION:** In a food service environment, given publications, an evaluation checklist, and references.

**STANDARD:** To ensure proper food preparation and correct use of the food service personnel, facilities, and equipment.

**EVENT COMPONENTS:**

1. Assign personnel to conduct the evaluation.
2. Review and analyze evaluation results.
3. Brief Commander on problem areas with recommendations for corrective action.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E MC Food Service and Subsistence Program
3. NAVMED P-5010 Navy Sanitation
4. NAVSUP P-421 Navy Food Service SOP

---

**FDSV-EQMT-3201:** Maintain Minor Property

**SUPPORTED MET(S):** 2

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**DESCRIPTION:** Ensure minor property is properly recorded and accounted for monthly.

**CONDITION:** In a food service environment, given equipment, references, authorized allowance lists, past usage data, file cabinet, folders, and forms.

**STANDARD:** To ensure mess hall property is accounted for and maintained.

**EVENT COMPONENTS:**

1. Identify NSN, nomenclature, unit price, opening inventory, items received, closing inventory, losses, gains, total dollar amount lost/gained, from computer/manual formats.
2. List appropriate entries during course of applicable period.
3. Review and analyze the results for accuracy.

**REFERENCES:**

1. FSC C7300-IL Group 73 Federal Supply Catalog Identification List
2. MCO 4400.15 Intermediate Level Supervisor Mgt Policy
3. MCO 4400.150 Consumer Level Supply Policy Manual
4. MCO P10110.14 Food Service SOP
5. MCO P11000.5 Real Property Facilities Manual, Vol IV
6. MCO P11000.7 Facilities Maintenance Management
7. ML-MC Management Data List

---

**FDSV-EXPD-3301:** Inventory Insulated Food and Beverage Transporters

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**CONDITION:** In a food service environment, provided with a Insulated Food and Beverage Transporter and the listed references.

**STANDARD:** To ensure missing or broken components are correctly identified.

**EVENT COMPONENTS:**

1. Review the referenced publications.
2. Conduct an inventory and identify the missing or broken components.
3. Update Equipment record jacket, and MIMMS paperwork.
4. Requisition missing parts through supply system.

5. Verify proper storage.

**RELATED EVENTS:**

3381-ADMN-2002

3381-ADMN-1011

**REFERENCES:**

1. TM 10756A-12 3 Gallon Beverage Transporter Parts List & Instructions
2. TM 10757A-12 Food Transporter Parts List & Instructions
3. TM 4700 15H Ground Equip Record Procedures
4. UM 4790-5 Users Manual MIMMS

---

**FDSV-EXPD-3302:** Load Tray Ration Heater System (TRHS) in QuadCon for Embarkation

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 6 months

**CONDITION:** In a food service environment, given a Tray Ration Heater System, QuadCon personnel, and the references.

**STANDARD:** To ensure proper pack-up of the Tray Ration Heater System in the QuadCon.

**EVENT COMPONENTS:**

1. Review the referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Load equipment.
5. Verify proper loading procedures were followed.

**REFERENCE:**

1. TM 09211A-14 Tray Ration Heating System TM

---

**FDSV-EXPD-3303:** Install Tray Ration Heater System (TRHS) in a tactical vehicle

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a food service environment, given a TRHS, a tactical vehicle, personnel, and the references.

**STANDARD:** To ensure proper installation of the Tray Ration Heater System on a tactical vehicle.

**EVENT COMPONENTS:**

1. Review the referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Install the Tray Heater System.
5. Verify proper installation.



**PREREQUISITE EVENTS:**

FDSV-EXPD-3302

**REFERENCE:**

1. TM 09211A-14 Tray Ration Heating System TM

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** A M998 High-Mobility Multipurpose Wheeled Vehicle and a Tray Ration Heating System.

---

**FDSV-EXPD-3304:** Establish Force Protection Procedures

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 3 months

**DESCRIPTION:** Establish force protection procedures in support of food service operations.

**CONDITION:** In a Food Service environment, given implement procedures, security of subsistence supplies, equipment, personnel, and the references.

**STANDARD:** To ensure that force protection is provided against the full spectrum of potential threats through prevention preparedness, detection and responsive measures.

**EVENT COMPONENTS:**

1. Assemble a security force.
2. Establish a perimeter.
3. Construct fighting positions.
4. Protect the perimeter.

**REFERENCE:**

1. TM 5-1080-200-13&P Operators' Organizational and Direct Support Manual for Lightweight Camouflage Screen Systems

---

**FDSV-EXPD-3305:** Operate a Tray Ration Heating System in a Vehicle

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 6 months

**CONDITION:** In a food service environment, given a TRHS, a vehicle, personnel, and the references.

**STANDARD:** To ensure food service personnel can operate the Tray Ration Heating system on the vehicle.

**EVENT COMPONENTS:**

1. Review referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.

4. Operate equipment.
5. Verify proper shutdown.

**PREREQUISITE EVENTS:**

FDSV-EXPD-3302

**REFERENCE:**

1. TM 09211A-14 Tray Ration Heating System TM

**SUPPORT REQUIREMENTS:**

**MATERIAL:** JP-8 Fuel and UGR H&S Rations

---

**FDSV-EXPD-3306:** Feed personnel with TRHS at multiple locations

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**DESCRIPTION:** Using the TRHS mounted in a vehicle, set up site, feed personnel in one or more locations, and depart.

**CONDITION:** In a food service environment, given a TRHS, a vehicle, personnel, rations fuel, water, and the references.

**STANDARD:** To ensure all personnel are fed in multiple locations.

**EVENT COMPONENTS:**

1. Mount TRHS on vehicle or aircraft.
2. Prepare food and beverage items.
3. Transport food and beverage items to feeding site.
4. Serve personnel.

**PREREQUISITE EVENTS:**

FDSV-EXPD-3303

**REFERENCES:**

1. MCRP 4-11.3F Convoy Operations Handbook
2. MCRP 4-11.8A Food Service Reference Publication
3. NAVMED P-5010.9 Ground Sanitation
4. TM 09211A-14 Tray Ration Heating System TM

---

**FDSV-EXPD-3307:** Perform trouble shooting test sequence of the TRHS burner

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**DESCRIPTION:** Check for proper operation of the burner by using the trouble shooting steps outlined in the TM.

**CONDITION:** In a food service environment, given personnel, airtronic burner, and the references.

**STANDARD:** To ensure the functional condition of the burner is identified.

**EVENT COMPONENTS:**

1. Review the referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Perform trouble shooting test sequence.
5. Perform operator level maintenance.
6. Evacuate equipment if repairs are beyond operator level maintenance.
7. Update equipment record jacket and MIMMS paperwork.
8. Verify proper storage.

**REFERENCES:**

1. TM 09211A-14 Tray Ration Heating System TM
2. UM 4790-5 Users Manual MIMMS

**SUPPORT REQUIREMENTS:**

**MATERIAL:** JP-8 Fuel

**MISCELLANEOUS:**

**SPECIAL PERSONNEL CERTS:** Maintenance should be preformed by a 33XX who has been classroom trained on maintaining the TRHS

---

**FDSV-EXPD-3308:** Perform trouble shooting test sequence of the TRHS Tank

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**CONDITION:** In a field food service environment, given a TRHS tank, personnel, and the references

**STANDARD:** To ensure proper troubleshooting on the TRHS Tank and repair up to operator level of maintenance.

**EVENT COMPONENTS:**

1. Review the referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Perform trouble shooting test sequence.
5. Perform operator level maintenance.
6. Evacuate equipment if repairs are beyond operator level maintenance.
7. Update equipment record jacket and MIMMS paperwork.
8. Verify proper storage.

**REFERENCE:**

1. TM 09211A-14 Tray Ration Heating System TM
-

**FDSV-EXPD-3309:** Perform trouble shooting test sequence of the TRHS Inverter Assembly

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**DESCRIPTION:** Check for proper operation of the power converter by using the trouble shooting steps outlined in the TM.

**CONDITION:** In a food service environment, given personnel, inverter assembly, and the references.

**STANDARD:** To ensure inverter assembly is operational.

**EVENT COMPONENTS:**

1. Review the referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Perform trouble shooting test sequence.
5. Perform operator level maintenance.
6. Evacuate equipment if repairs are beyond operator level maintenance.
7. Update equipment record jacket and MIMMS paperwork.
8. Verify proper storage.

**REFERENCE:**

1. TM 09211A-14 Tray Ration Heating System TM

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** 24V Slave Plug for power (HMMWV, MTRV ect)

---

**FDSV-EXPD-3310:** Maintain Insulated Food and Beverage Transporters

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a food service environment, given Insulated Food and Beverage Transporters and compatible rations, and references.

**STANDARD:** To provide the capability to transport rations and beverages to feeding locations.

**EVENT COMPONENTS:**

1. Conduct monthly inventory.
2. Ensure transporters are sanitized.
3. Check for serviceability.
4. Store properly to prevent damage or deterioration.

**RELATED EVENTS:**

FDSV-EXPD-3301

**REFERENCES:**

1. MCRP 4-11.8A Food Service Reference Publication
2. NAVMED P-5010 Navy Sanitation
3. NAVMED P-5010.9 Ground Sanitation
4. TM 10756A-12 3 Gallon Beverage Transporter Parts List & Instructions
5. TM 10757A-12 Food Transporter Parts List & Instructions
6. TM 4700 15H Ground Equip Record Procedures
7. UM 4790-5 Users Manual MIMMS

---

**FDSV-EXPD-3311:** Prepare FFSS for embarkation

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a food service environment, given a Field Food Service System, personnel, and the references.

**STANDARD:** To ensure the FFSS is properly packed for embarkation.

**EVENT COMPONENTS:**

1. Review referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Inventory equipment.
5. Secure internal equipment for transportation.
6. Verify proper internal loading.

**REFERENCES:**

1. TM 10879A-12 Field Food Service System Technical Manual (Commercial)
2. ULSS 001302-15 Field Food Service System (FFSS) User Logistics Support Summary

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Transportation Equipment and Container Handling Equipment.

**UNITS/PERSONNEL:** The following MOS qualified personnel are required to assist the Food Service Personnel in transporting and the start-up and tear-down of the FFSS: Electrician (MOS1141); Electrical Repair Specialist (MOS1142); Hygiene Equipment Operator (MOS1171); Engineer Equipment Operator (MOS1145); and Motor Vehicle Operator (MOS3531).

---

**FDSV-EXPD-3312:** Implement Start-Up procedures for Field Food Service System (FFSS) and set up

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a food service environment, given a Field Food Service System (FFSS), and references;

**STANDARD:** To ensure proper set-up and operation of the FFSS.

**EVENT COMPONENTS:**

1. Review referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Perform start up procedures.
5. Verify proper shutdown.

**REFERENCES:**

1. SL 3 10879A Field Food Service System (FFSS) Inventory Listing SL-3
2. TM 10879A-12 Field Food Service System Technical Manual (Commercial)
3. ULSS 001302-15 Field Food Service System (FFSS) User Logistics Support Summary

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Electric Power Equipment and Water Delivery Equipment.

**UNITS/PERSONNEL:** The following MOS qualified personnel are required to assist the Food Service Personnel in transporting and the start-up and tear-down of the FFSS: Electrician (MOS 1141) and Electrical Repair Specialist (MOS 1142).

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Per Field Food Service System Technical Manual, ensure Operational Check and Safety Checks are done.

---

**FDSV-EXPD-3313:** Erect General Purpose Medium Tent (GP)

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a food service environment, given a General Purpose Medium Tent, personnel, and references.

**STANDARD:** To ensure proper set-up in a field feeding environment.

**EVENT COMPONENTS:**

1. Review technical publications.
2. Identify a suitable location.
3. Gather personnel and equipment.
4. Review safety procedures.
5. Setup GP tent.
6. Verify proper setup.

**REFERENCES:**

1. TM 10-8340-240-12 Tent GP Modular New Type TM

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** SL-3 Complete GP Tent, 3ea 3# sledge hammers

---

**FDSV-EXPD-3314:** Erect Modular Command Post System Tent (CP)

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 12 months

**CONDITION:** In a food service environment, given a CP tent, tools, personnel and the references.

**STANDARD:** To ensure the tent is set-up properly.

**EVENT COMPONENTS:**

1. Review referenced publications.
2. Identify a suitable location.
3. Gather personnel and equipment.
4. Review safety procedures.
5. Verify proper setup.
6. Setup CP tent.

**REFERENCES:**

1. SL 3-01362B Tent GP Old Type SL-3
2. TM 10-5410-229-13 CP Stick-Up Tent, New Type

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** SL-3 Complete CP Tent, 2ea 3# sledge hammers

---

**FDSV-EXPD-3315:** Take Down Modular Command Post System Tent (CP)

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 1 month

**CONDITION:** In a food service environment, given a CP tent, tools and personnel, and references.

**STANDARD:** In a reasonable time span, according to the references.

**EVENT COMPONENTS:**

1. Review referenced publications.
2. Identify a suitable location.
3. Gather personnel and equipment.
4. Review safety procedures.
5. Repackage for embark/storage.
6. Take down CP tent.
7. Verify proper storage.

**REFERENCES:**

1. SL 3-01362B Tent GP Old Type SL-3
2. TM 10-5410-229-13 CP Stick-Up Tent, New Type

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** SL-3 Complete CP Tent, 2ea 3# sledge hammers

---

**FDSV-EXPD-3316:** Maintain refrigerated storage container

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a food service environment, given a refrigerated storage container, equipment assets, personnel and the references.

**STANDARD:** Ensuring proper preventive maintenance checks and services are accomplished.

**EVENT COMPONENTS:**

1. Review the referenced publications.
2. Coordinate required support.
3. Gather personnel and equipment.
4. Review safety procedures.
5. Perform operator level maintenance tasks.
6. Evacuate equipment if repairs are beyond operator level maintenance.
7. Verify proper storage.

**RELATED EVENTS:**

3381-ADMN-2002

3381-EXPD-2305

3381-EXPD-2306

**REFERENCES:**

1. TM 10673A-12-2 ERU TM Manual

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** AC power 18A 3p 60Hz 220v

**UNITS/PERSONNEL:** Electrician for power connections. Refrigeration Mechanic, and Generator operator.

---

**FDSV-EXPD-3317:** Prepare the Family of Field Feeding Rations and Enhancements Using T/E

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a field food service environment, given a T/E, M-1959 Field Range Outfit, Tray Ration Heater System, Field Food Service System, recipes, subsistence, and the references.

**STANDARD:** To ensure menu items are prepared per the references.

**EVENT COMPONENTS:**

1. Check for serviceability of equipment.
2. Check for serviceability of rations.
3. Prepare menu items.



**REFERENCES:**

1. MCO 10110.21F Subsistence Inspection
2. MCO 10110.42C Armed Forces Recipe Service Cards
3. MCO P10110.14 Food Service SOP
4. MCO P10110.17C MC Nutrition and Menu Planning Manual
5. MCO P10110.25C B Ration Book
6. MCO P10110.34E MC Food Service and Subsistence Program
7. MCRP 4-11.8A Food Service Reference Publication
8. NAVMED P-5010 Navy Sanitation
9. NAVMED P-5010.9 Ground Sanitation

---

**FDSV-EXPD-3318:** Supervise the Set Up of a Field Mess

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a Food Service environment, given all necessary equipment, food service personnel, and the references.

**STANDARD:** Ensuring the field mess site is set-up properly to carry out field feeding operations.

**EVENT COMPONENTS:**

1. Select a site.
2. Obtain environmental impact statement.
3. Verify area is clear of debris and unwanted foliage.
4. Establish placements and set up facilities and equipment.
5. Verify environmental procedures are followed at all times.
6. Verify tents, facilities, and equipment are dismantled.
7. Inspect the area.

**REFERENCES:**

1. FM 10-23 Army Field Food Service
2. MCO P5090.2A Environmental Protection Manual
3. MCRP 4-11.8A Food Service Reference Publication
4. MCWP 4-1 Logistics Operations
5. NAVMED P-5010 Navy Sanitation
6. NAVMED P-5010.9 Ground Sanitation

---

**FDSV-EXPD-3319:** Deploy the FFSS in support of expeditionary feeding

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a food service environment, given a Field Food Service System, compatible rations, and the references.

**STANDARD:** To ensure the FFSS is fully deployed to provide Food Service Support to Marines.

**EVENT COMPONENTS:**

1. Review the referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Determine required amount of rations to prepare.
5. Brief feeding plan to team members.
6. Prepare rations.
7. Feed rations to personnel.
8. Dispose of trash, clean utensils and equipment, properly store.
9. Debrief team members.

**PREREQUISITE EVENTS:**

FDSV-EXPD-3311                      FDSV-EXPD-3312                      3381-EXPD-1302

**RELATED EVENTS:**

3381-ADMN-1011                      3381-EXPD-2305                      3381-EXPD-2306  
3381-ADMN-2002

**REFERENCES:**

1. DSCP-HB 4155.2 Inspection of Operational Rations
2. MCO P10110.25C B Ration Book
3. MCO P10110.26B Medical B Ration Book
4. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
5. MCRP 4-11.1D Field Hygiene and Sanitation
6. MCRP 4-11.8A Food Service Reference Publication
7. NAVMED P-5010.9 Ground Sanitation
8. TM 10879A-12 Field Food Service System Technical Manual (Commercial)
9. ULSS 001302-15 Field Food Service System (FFSS) User Logistics Support Summary

---

**FDSV-GARR-3501:** Conduct Food Service Sanitation Training

**SUPPORTED MET(S):** 2

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 6 months

**CONDITION:** In a food service environment, given training resources and the references.

**STANDARD:** To ensure personnel receive annual sanitation training per references.

**EVENT COMPONENTS:**

1. Identify food service personnel that need training.
2. Conduct sanitation training.
3. File the results of training.

**REFERENCES:**

1. HACCP Hazard Analysis and Critical Control Point
  2. MCO P10110.14 Food Service SOP
  3. NAVMED P-5010 Navy Sanitation
  4. ServSafe
-

**FDSV-SUBS-3601:** Decontaminate Subsistence Supplies

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a food service environment, given type of contamination, references, perishable and semi perishable subsistence, potable water, water containers, food service chlorine, paring knives, vegetable peeler, calcium hypochlorite, DS2 slurry, sodium bicarbonate, and scrub brush.

**STANDARD:** To ensure proper decontamination of subsistence.

**EVENT COMPONENTS:**

1. Obtain decontamination material.
2. Decontaminate outside of canned substances before opening.
3. Brush can with STB and DS2 slurry using rubber gloves. Rinse at least twice.
4. Wash glass jars twice in detergent solution, using caution to protect contents from contamination.
5. Discard MRE packages unless environmental health officer has instructed otherwise.
6. Discard food inside paper and fiberboard containers.
7. Decontaminate food in areas other than storage areas.
8. Separate decontaminated items from unwrapped food.

**REFERENCES:**

1. MCO P5090.2A Environmental Protection Manual
2. MSDS Material Safety Data Sheets
3. NAVSUP P-421 Navy Food Service SOP

---

**FDSV-SUBS-3602:** Rotate Subsistence Supplies

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**CONDITION:** In a Food Service environment, given a storage area, subsistence supplies, dunnage, Material Handling Equipment (MHE), and references.

**STANDARD:** To ensure compliance with appropriate rotation procedures per the references.

**EVENT COMPONENTS:**

1. Receive subsistence items.
2. Mark subsistence items with date received.
3. Place newest subsistence items behind oldest subsistence items.
4. Issue subsistence items on a "first-in, first-out" basis.
5. Identify and report to mess hall manager subsistence items potentially unfit or unsafe for human consumption.
6. Segregate subsistence items found unfit or unsafe for human consumption.
7. Contact Veterinarian for follow on inspection.
8. Inspect frequently.

**REFERENCES:**

1. FM 10-23 Army Field Food Service
2. FM 10-24 Ration Distribution Operation
3. FMFLantO P10110-2C SOP for food service / Subsistence Support within the FMF
4. MCB 10110 Field Ration Accountability During Training and Exercises, MRE's, Contracting, ect.
5. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
6. MCO P10110.14 Food Service SOP
7. MCO P10110.31G Veterinary/Medical Food Inspection and Laboratory Service
8. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
9. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
10. MCRP 4-11.8A Food Service Reference Publication
11. NAVMED P-5010 Navy Sanitation
12. NAVMED P-5010.9 Ground Sanitation
13. NAVSUP P-486 Food Service Operations
14. SECNAVINST 4061.1C Food Sanitation Training Program

---

**FDSV-SUBS-3603:** Establish Procurement Requirements for Distribution of Subsistence

**SUPPORTED MET(S):** 1

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**DESCRIPTION:** Assign personnel to conduct evaluation. Analyze the evaluations results. Brief commander on problem areas with recommendations for corrective action.

**CONDITION:** In a food service environment, given requirements, allocations, subsistence, and references.

**STANDARD:** To ensure requirement distribution and operation of plan is monitored per the references.

**EVENT COMPONENTS:**

1. Determine feeding requirement, source of supply and procurement lead time.
2. Identify funding requirements to proper authority for approval.
3. Requisition to approved sources.
4. Identify delivery locations.
5. Review documentation.
6. Verify all information is entered into the accounting system.

**REFERENCES:**

1. MCO 4200.29 Food Service Contracting
  2. MCO P10110.34E MC Food Service and Subsistence Program
  3. MCO P10110.35C Menu Standards
  4. NAVMED P-5010 Navy Sanitation
  5. NAVSUP-486 Food Service Management General Messes
-

**FDSV-SUBS-3604**: Review Packaged Operational Rations (POR) Requirements

**SUPPORTED MET(S)**: 2

**EVALUATION-CODED**: NO

**SUSTAINMENT INTERVAL**: 9 months

**CONDITION**: In a food service environment, given a computer/calculator, directives, unit's requirements, projected operating and safety levels, and the references.

**STANDARD**: To procure PORs within authorized budget and maintain required reports.

**EVENT COMPONENTS**:

1. Apply past usage data to figure the average number of personnel to be fed.
2. Use the feed plan to review the subsistence items needed to support the operation.
3. Submit budget for operational rations requirements.

**REFERENCES**:

1. FSC C8900-SL Federal Supply Catalog Stock List
2. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's

FOOD SERVICE T&R MANUAL

CHAPTER 4

MOS 3302 INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE . . . . .	4000	4-2
EVENT CODING. . . . .	4001	4-2
INDEX OF INDIVIDUAL EVENTS. . . . .	4002	4-3
1000 LEVEL INDIVIDUAL EVENTS. . . . .	4003	4-5
2000 LEVEL INDIVIDUAL EVENTS. . . . .	4004	4-18

FOOD SERVICE T&R MANUAL

CHAPTER 4

MOS 3302 INDIVIDUAL EVENTS

**4000. PURPOSE.** This chapter contains individual training events for the Food Service Officer.

**4001. EVENT CODING.** Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. Each event starts with 3302, indicating that the event is for MOS 3302, Food Service Officer.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administrative Functions	FDSV-ADMN-XXXX
CTQA	Contracting/QAE	FDSV-CTQA-XXXX
EQMT	Equipment	FDSV-EQMT-XXXX
EXPD	Expeditionary	FDSV-EXPD-XXXX
FDPR	Food Preparation	FDSV-FDPR-XXXX
GARR	Garrison	FDSV-GARR-XXXX
SUBS	Subsistence	FDSV-SUBS-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

**4002. INDEX OF INDIVIDUAL EVENTS**

<b>Event Code</b>	<b>Event</b>	<b>Page</b>
	<b>1000 LEVEL</b>	
3302-ADMN-1001	Develop Food Service Appendix to Operation Order	4-5
3302-ADMN-1002	Prepare Food Preparation and Service Equipment (FPSE)	4-5
3302-ADMN-1003	Establish Nutritional Awareness Program	4-6
3302-ADMN-1004	Prepare Operations and Maintenance Marine Corps (O&MMC)	4-6
3302-ADMN-1005	Administer Policies and Procedures	4-7
3302-ADMN-1006	Submit the Subsistence Operational Analysis Report (SOAR)	4-8
3302-ADMN-1007	Manage Financial Status of a Food Service Operation	4-8
3302-ADMN-1008	Evaluate Food Service Program	4-9
3302-ADMN-1009	Prepare Procurement Marine Corps (PMC) Budget	4-9
3302-CTQA-1101	Monitor Performance of a Garrison Food Service Contract	4-10
3302-CTQA-1102	Monitor Quality Control Program for Food Service Operations	4-11
3302-CTQA-1103	Conduct Inspection of Food Service Facilities	4-11
3302-EXPD-1301	Develop Alternate Feeding Plan	4-12
3302-EXPD-1302	Determine Exercise Feeding Plan Requirements	4-12
3302-EXPD-1303	Select Site for Feeding and Ration Distribution	4-13
3302-EXPD-1304	Provide Host Nation Support Agreement Requirements	4-14
3302-EXPD-1305	Formulate Quarterly Operational Rations Requirements	4-14
3302-EXPD-1306	Monitor Expeditionary Food Service Contracts	4-15
3302-EXPD-1307	Dismantle a Camp Base Feeding Site	4-15
3302-SUBS-1601	Compute Basic Daily Food Allowance for a Food Service System	4-16
3302-SUBS-1602	Prepare Subsistence Inventory Adjustment	4-17
	<b>2000 LEVEL</b>	
3302-ADMN-2001	Manage Financial Status of the Food Service Operation	4-18
3302-ADMN-2002	Execute Military Personnel Marine Corps (MPMC) Project 31 Budget	4-18
3302-ADMN-2003	Manage Food Service Training Program	4-19
3302-ADMN-2004	Direct Assignment of Food Service Personnel	4-20
3302-ADMN-2005	Prepare Military Marine Corps Project 31 Budget	4-20
3302-ADMN-2006	Monitor the Computation of the Basic Daily Food Allowance (BDFA) for a Food Service System	4-21
3302-ADMN-2007	Formulate Annual/Quarterly Subsistence-in-Kind (SIK) Requirements	4-21
3302-ADMN-2008	Develop Procurement Marine Corps (PMC) Budget	4-22
3302-ADMN-2009	Formulate Annual/Quarterly Operational Ration (OR) Requirement	4-22



3302-ADMN-2010	Manage Procurement/Distribution of Equipment	4-23
3302-ADMN-2011	Establish Food Service Operating Procedures	4-24
3302-ADMN-2012	Determine Requirements for Contracts in Support of Food Service	4-25
3302-ADMN-2013	Prepare Whole Room Concept Budget (WRC)	4-26
3302-ADMN-2014	Audit Financial Status of Food Service Operations	4-26
3302-ADMN-2015	Develop Operations and Maintenance Marine Corps (O&MMC) Budget	4-27
3302-ADMN-2016	Prepare a Subsistence Operational Analysis Report/Quarterly Subsistence Financial Report	4-28
3302-ADMN-2017	Develop Program Objectives Memorandum Budget	4-28
3302-ADMN-2018	Develop Military Personnel Marine Corps (MPMC) Project 31 Budget in Support of Field Food Service	4-29
3302-ADMN-2019	Maintain Food Service Operating Procedures	4-30
3302-EXPD-2310	Coordinate Class I (subsistence) Support with appropriate CSS Elements	4-30
3302-EXPD-2311	Coordinate Host Nation Feeding Requirements	4-31
3302-EXPD-2312	Establish a camp based feeding site, and provide Food Service Support	4-31
3302-GARR-2510	Conduct Menu Planning Board	4-32

**4003. 1000 LEVEL INDIVIDUAL EVENTS**

**3302-ADMN-1001:** Develop Food Service Appendix to Operation Order

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given commander's intent, concept of operations, warning order, fragmentary order, logistic requirements, and references.

**STANDARD:** To ensure development and publication of a food service annex/appendix to operation orders per the references.

**PERFORMANCE STEPS:**

1. Participate in operational planning team (OPT) meetings as required.
2. Verify the mission to include the commander's intent.
3. Verify the overall concept of operation for a given exercise or operation.
4. Verify the overall concept and priorities of logistic support.
5. Analyze the situation, mission, execution, administration and logistics and command and control.
6. Draft appropriate Annex/Appendix A to the operation order to best support the operation plan.

**REFERENCES:**

1. MCO P10110.34E MC Food Service and Subsistence Program
  2. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
- 

**3302-ADMN-1002:** Prepare Food Preparation and Service Equipment (FPSE) Budget

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given the mess hall Equipment Replacement Record (MERR), Long Range Replacement Program, calculator and the references.

**STANDARD:** To ensure that FPSE budgets are timely and correctly submitted for funding.

**PERFORMANCE STEPS:**

1. Obtain the specific support requirements and mission objectives.
2. Determine short-term goals requiring funding.

3. Calculate specific budget requirements.
4. Prepare the budget for submission.
5. Submit budget according to local policies and procedures.

**REFERENCES:**

1. MCO P10110.34E MC Food Service and Subsistence Program
  2. MCO P4200.15 Marine Corps Purchasing Procedures Manual
- 

**3302-ADMN-1003:** Establish Nutritional Awareness Program

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:**

**CONDITION:** In a food service office environment, given publications, and reference materials.

**STANDARD:** To ensure food nutrition, education, and conservation has been established per the references.

**PERFORMANCE STEPS:**

1. Determine command and patron nutritional needs.
2. Communicate with local dietician for special meals.
3. Obtain appropriate reference material.
4. Prepare and distribute educational literature.
5. Provide briefings regarding applicable menus for weight control programs.
6. Conduct troop information presentations.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
  2. MCO P10110.17C MC Nutrition and Menu Planning Manual
  3. MCO P10110.34E MC Food Service and Subsistence Program
  4. NAVSUP P-421 Navy Food Service SOP
- 

**3302-ADMN-1004:** Prepare Operations and Maintenance Marine Corps (O&MMC) Budget

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given administrative equipment, references, past usage data, projected feeding/support requirements, and calculator.

**STANDARD:** To ensure availability of funding for operation of messing facilities per the references.

**PERFORMANCE STEPS:**

1. Obtain the specific support requirements and mission objectives of the operation.
2. Determine short-term goals requiring funding.
3. Calculate specific budget requirements.
4. Prepare the budget for submission.
5. Coordinate with Defense Supply Stock Control (DSSC)/Defense Personnel Support.

**CHAINED EVENTS:**

3302-ADMN-2005                      3302-ADMN-2001                      3302-ADMN-1009

**REFERENCES:**

1. DOD 1338.10M DOD Food Service Manual
2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
3. DOD Financial Management Regulation 7000.14 DoD FMR
4. FM 10-24 Ration Distribution Operation
5. FM 10-60 Supply Subsistence of Theater Operations
6. FMFLantO P10110-2C SOP for food service / Subsistence Support within the FMF
7. FSC C8900-PL Federal Supply Catalog, Group 89 Subsistence
8. FSC C8900-SL Federal Supply Catalog Stock List
9. MCB 10110 Field Ration Accountability During Training and Exercises, MRE's, Contracting, ect.
10. MCO 10110.47 Basic Allowance for Subsistence (BAS)
11. MCO 4400.150 Consumer Level Supply Policy Manual
12. MCO P10110.14 Food Service SOP
13. MCO P10110.34E MC Food Service and Subsistence Program

---

**3302-ADMN-1005:** Administer Policies and Procedures

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** COR, Food Service Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given information pertaining to procurement of subsistence items, supplies and equipment, receipts, accounting computations, maintenance of stock level, storage, issue of disposal of subsistence/equipment, and references.

**STANDARD:** To ensure correct execution of food service operations per the references.

**PERFORMANCE STEPS:**

1. Publish operations/policies and procedures as applicable.
2. Inspect and/or assign personnel to inspect the execution of policies and

- procedures.  
3. Identify changes and take corrective action.

**REFERENCES:**

1. MCO P10110.25C B Ration Book
2. MCO P10110.34E MC Food Service and Subsistence Program

---

**3302-ADMN-1006:** Submit Subsistence Operational Analysis Report (SOAR)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given personnel, a computer, MCFMIS program, data from various reports and sources, required forms, and the references.

**STANDARD:** In a timely manner, according to the references.

**PERFORMANCE STEPS:**

1. Gather all appropriate data to complete the SOAR.
2. Review the SOAR.
3. Check for accuracy.
4. Have signed by appropriate authority.
5. Forward completed SOAR to appropriate authority.

**REFERENCES:**

1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP

---

**3302-ADMN-1007:** Manage Financial Status of a Food Service Operation

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given publications and current information on availability of subsistence, climate conditions, command requirement, consumer's food preferences, nutritional requirements, and the references.

**STANDARD:** To ensure menu standards are met per the references.

**PERFORMANCE STEPS:**

1. Identify ration type and pre-staging requirements.

2. Obtain organizational task listing of units/personnel to be fed
3. Establish subsistence issue point.
4. Verify units have necessary Table of Equipment (T/E) field equipment.
5. Submit Bill of Material (BOM) for all requirements for tentage/paper gear/cleaning gear to start operation to Unit S4 or Supply Officer.
6. Submit additional requirements for refrigeration to higher headquarters.

**REFERENCES:**

1. MCO P10110.17C MC Nutrition and Menu Planning Manual
2. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
3. MCO P10110.35C Menu Standards
4. NAVMED P-5010 Navy Sanitation
5. NAVSUP-486 Food Service Management General Messes

---

**3302-ADMN-1008:** Evaluate Food Service Program

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Officer, Food Service Operations Officer, Mess Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a Food Service environment, given publications, an evaluation checklist, and references.

**STANDARD:** To ensure proper food preparation and correct use of food service facilities and equipment.

**PERFORMANCE STEPS:**

1. Assign personnel to conduct the evaluation.
2. Analyze the evaluation results.
3. Brief commander on problem areas with recommendations for corrective action.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E MC Food Service and Subsistence Program
3. NAVMED P-5010 Navy Sanitation
4. NAVMED P-5010.9 Ground Sanitation
5. NAVSUP P-486 Food Service Operations

---

**3302-ADMN-1009:** Prepare Procurement Marine Corps (PMC) Budget

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, requirement replacements, or upgrading costs, installation costs, and the references.

**STANDARD:** To ensure that budgets are accurate for expense items, per the requirements.

**PERFORMANCE STEPS:**

1. Obtain the specific support requirements and mission objectives.
2. Determine short-term goals requiring funding.
3. Calculate specific budget requirements.
4. Prepare the budget for submission.
5. Submit budget according to local policies and procedures.

**REFERENCES:**

1. MCO P10110.34E MC Food Service and Subsistence Program
- 

**3302-CTQA-1101:** Monitor Performance of a Garrison Food Service Contract

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** ACOR, COR, Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a Food Service environment, given contract requirements, publications, appropriate directives, and references.

**STANDARD:** To ensure all contractual stipulations and regulations are met per the references.

**PERFORMANCE STEPS:**

1. Prepare inspection schedule (Monthly, quarterly, random, planned).
2. Submit inspection schedule (Monthly, quarterly, random, planned).
3. Conduct, facilitate and maintain the Quality Assurance Evaluators (QAEs) training program.
4. Review QAE evaluations.
5. Prepare Contractor Discrepancy Reports (CDRs) for unsatisfactory performance to the ICO/FSO.
6. Submit CDRs for unsatisfactory performance to the ICO/FSO.
7. Perform site visits to mess halls.
8. Review sanitation reports.
9. Verify payment invoices.
10. Correct unsatisfactory performance as required.
11. Supervise periodic and unscheduled inspections as required.

**REFERENCES:**

1. MCO 4200.29 Food Service Contracting
  2. NAVCOMPT Navy Comptroller Manual
  3. NAVMED P-5010 Navy Sanitation
  4. NAVSUP P-486 Food Service Operations
-

**3302-CTQA-1102:** Monitor Quality Control Program for Food Service Operation

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** ACOR, COR, Food Service Officer, Mess Officer, QAE

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2NDLT, 1STLT, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given master menus, Armed Forces Recipe Service Index, local/manufacture's recipes, and references.

**STANDARD:** To ensure that food preparation meets specified standards in the food preparation plan.

**PERFORMANCE STEPS:**

1. Assign quality assurance personnel.
2. Review master menu.
3. Review Statement of Work to determine requirements of contractor.
4. Perform Quality Assurance inspections according to random evaluation schedules.
5. Perform Quality Assurance inspections according to planning evaluation schedules.
6. Inspect the quality of food preparation.
7. Report written findings.
8. Conduct Technical Inspection.

**REFERENCES:**

1. MCFMIS SOP
2. MCO P10110.17C MC Nutrition and Menu Planning Manual
3. MCO P10110.25C B Ration Book
4. MCO P10110.34E MC Food Service and Subsistence Program
5. MCO P10110.35C Menu Standards
6. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
7. MCRP 4-11.8A Food Service Reference Publication
8. NAVMED P-5010 Navy Sanitation
9. NAVMED P-5010.9 Ground Sanitation

---

**3302-CTQA-1103:** Conduct Inspection of Food Service Facilities

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** ACOR, COR, Food Service Officer, Food Service Operations Officer, QAE

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given publications, an evaluation checklist, and references.



**STANDARD:** To ensure proper food preparation and correct use of the food service personnel, facilities, and equipment.

**PERFORMANCE STEPS:**

1. Assign personnel to conduct the evaluation.
2. Review and analyze the evaluation results.
3. Brief commander on problem areas with recommendations for corrective action.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E MC Food Service and Subsistence Program
3. NAVMED P-5010 Navy Sanitation
4. NAVSUP P-421 Navy Food Service SOP

---

**3302-EXPD-1301:** Develop Alternate Feeding Plan

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer, Mess Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given situations involving interference with normal feeding such as electrical/steam outages, dishwasher repair, unscheduled fluctuations in troop strength, or change in tactical situation, and the references.

**STANDARD:** To ensure feeding is accomplished.

**PERFORMANCE STEPS:**

1. Determine the situation applicable to alternate feeding.
2. Evaluate the capabilities for alternate feeding based on available resources
3. Design the alternate feeding plan to fit various situations.
4. Design the alternate feeding plan to fit various situations.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
2. MCO P10110.17C MC Nutrition and Menu Planning Manual
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
4. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
5. MCRP 4-11.8A Food Service Reference Publication
6. MCWP 4-1 Logistics Operations
7. NAVMED P-5010 Navy Sanitation
8. NAVMED P-5010.9 Ground Sanitation

---

**3302-EXPD-1302:** Determine Exercise Feeding Plan Requirements

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Determine logistical requirements. Draft Letter of Instruction for approval of the cognizant official.

**BILLETS:** Field Mess Manager, Food Service Officer, Food Service Operations Chief, Food Service Operations Officer, Food Technician

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a projected mission or exercise, the location where the exercise is to be conducted, the type of training to be conducted, mobility status (peacetime or wartime), number of personnel involved, the length of the exercise, and the references.

**STANDARD:** To ensure adequate subsistence and equipment is available to accommodate all personnel from the inception to the conclusion of the exercise per the references.

**PERFORMANCE STEPS:**

1. Determine logistical requirements.
2. Draft Letter of Instruction (LOI) for approval of the cognizant official.

**REFERENCE:**

1. MCO P10110.34E MC Food Service and Subsistence Program

---

**3302-EXPD-1303:** Select site for feeding and ration distribution

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Participate in the selection of a location to site the field mess or rations dump that facilitates movement, safe storage, and security.

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a field food service environment, given a requirement to establish a field mess and rations distribution point and the references.

**STANDARD:** To ensure the proper selection of a location to site the field mess or rations dump. Ensure a good natural cover: Shields troops from the enemy and protects them from sun, heat, and cold winds. Good access roads: Lets supply trucks move freely. High and dry level ground: Sandy loam or graveled soil. Lets excess water seep away, ensures good drainage, and helps soakage pits and trenches work well. Enough space: Eliminates crowding of the troops and facilitates spreading out the equipment so that personnel can work efficiently.

**PERFORMANCE STEPS:**

1. Determine site availability.
2. Evaluate tactical situation, terrain, and mission objectives.

3. Select the site.
4. Request environment impact study.

**REFERENCES:**

1. MCFMIS SOP
2. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
3. MCO 4200.29 Food Service Contracting
4. MCO P10110.17C MC Nutrition and Menu Planning Manual
5. MCO P10110.34E MC Food Service and Subsistence Program
6. MCO P10110.35C Menu Standards
7. MCO P5090.2A Environmental Protection Manual
8. MCRP 4-11.8A Food Service Reference Publication
9. NAVMED P-5010 Navy Sanitation

---

**3302-EXPD-1304:** Provide Host Nation Support Agreement Requirements

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** Food Service Officer, Food Service Operations Officer, Mess Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a requirement for a service support agreement, number of personnel, period to be covered, and references.

**STANDARD:** To ensure specific requirements are prepared per the references.

**PERFORMANCE STEPS:**

1. Identify requirement.
2. Identify the location where agreement will be required.
3. Identify the number of personnel and types of support required.
4. Identify personnel who will provide to the host support requested.
5. Identify methods of reimbursement for support.
6. Provide above information to the authority preparing the agreement.

**REFERENCES:**

1. MCO P4200.15 Marine Corps Purchasing Procedures Manual
2. OPNAV 4000.84 Defense Regional Interservice Support Program

---

**3302-EXPD-1305:** Formulate Quarterly Operational Rations Requirements

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a computer/calculator, references, unit's requirements, and projected operating and safety levels.

**STANDARD:** To ensure operational rations are procured within authorized budget and required reports maintained per the references.

**PERFORMANCE STEPS:**

1. Review individual unit requirements.
2. Consolidate and develop Bill of Material (BOM) for all requirements.
3. Submit budget to Unit S4 or Supply Officer.

**REFERENCES:**

1. MCO P10110.25C B Ration Book
2. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's

---

**3302-EXPD-1306:** Monitor Expeditionary Food Service Contracts

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** ACOR, COR, Food Service Officer, Food Service Operations Officer, QAE

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service environment, given contract requirements, publications, appropriate directives, and the references.

**STANDARD:** To ensure all contractual stipulations and regulations are met.

**PERFORMANCE STEPS:**

1. Prepare inspection schedule.
2. Submit inspection schedule.
3. Establish QAE training program.
4. Review QAE evaluations.
5. Prepare Contract Discrepancy Reports for unsatisfactory performance.
6. Submit Contract Discrepancy Report for unsatisfactory performance.
7. Perform site visits to field mess sites.
8. Review sanitation reports.

**PREREQUISITE EVENTS:**

3302-ADMN-1005

**REFERENCES:**

1. MCO 4200.29 Food Service Contracting
2. NAVCOMPT Navy Comptroller Manual

---

**3302-EXPD-1307:** Dismantle a camp base feeding site

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a field environment, given all necessary equipment, food service personnel, and the references.

**STANDARD:** To ensure all operations are performed properly per the references.

**PERFORMANCE STEPS:**

1. Select a site.
2. Obtain environmental impact statement.
3. Verify area is clear of debris and unwanted foliage.
4. Establish placements and set up facilities and equipment.
5. Verify environmental procedures are followed at all times.
6. Verify tents, facilities, and equipment are dismantled.
7. Inspect the area.

**REFERENCES:**

1. ATM's Applicable TM's
2. FM 10-23 Army Field Food Service
3. MCO P5090.2A Environmental Protection Manual
4. MCRP 4-11.8A Food Service Reference Publication
5. MCWP 4-1 Logistics Operations
6. NAVMED P-5010 Navy Sanitation
7. NAVMED P-5010.9 Ground Sanitation

---

**3302-SUBS-1601:** Compute Basic Daily Food Allowance for a Food Service System

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given personnel, a computer, MCFMIS program, a partial BDFA, NAVMC Form 10369B, applicable food prices, and the references.

**STANDARD:** To ensure that allowance is accurate and forms are completed correctly.

**PERFORMANCE STEPS:**

1. Obtain the partial BDFA from higher authority.
2. Obtain applicable food prices.
3. Audit the data for accuracy.
4. Provide/disseminate BDFA as appropriate.

**CHAINED EVENTS:**

3381-ADMN-1002

3302-ADMN-2001

3381-ADMN-2004

**REFERENCES:**

1. MCFMIS SOP
2. MCO P10110.17C MC Nutrition and Menu Planning Manual
3. MCO P10110.34E MC Food Service and Subsistence Program

---

**3302-SUBS-1602:** Prepare Subsistence Inventory Adjustment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer, MCFMIS Operator

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given office equipment, inventory, references, and MCFMIS program.

**STANDARD:** To ensure accurate inventory of all subsistence.

**PERFORMANCE STEPS:**

1. Prepare the physical end of accounting period subsistence inventory/PHYSRPT.
2. Prepare a Commanding Officer Letter of Adjustment for any discrepancies in accountable balance.
3. Record letter of adjustment on document number column of NAVMC 708 card/FASTINV.
4. Record the words "Inventory Adjustment" in type of transaction column.
5. Adjust accountable balance column to reflect the adjustment.

**REFERENCES:**

1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. UM-4400-15 Marine Corps Users Manual

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Marine Corps Food Management Information System (computer program). MCFMIS program options: ORDSUM - "Order Summary," SAVECOST - "Save Cost Utility Program," FASTINV - "Quickly Update all Inventory Levels," PHYSRPT - "Physical Inventory Worksheet."

---

**4004. 2000 LEVEL INDIVIDUAL EVENTS**

**3302-ADMN-2001:** Manage Financial Status of the Food Service Operation

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given a computer, MCFMIS program, financial status of mess hall Point of Sales (POS), Basic Daily Food Allowance (BDFA), Man-Day Fed Report, billing and receipt documents, calculator, and the references.

**STANDARD:** To accurately reflect the financial posture at all times using applicable input data.

**PERFORMANCE STEPS:**

1. Record daily mess hall man-days fed from the Man-Day Fed Report/POS/MDFEDMAN.
2. Record all daily receipts from the requisition/invoice bills/ORDSUM.
3. Record all daily billing adjustments/SAVECOST.
4. Follow additional instruction provided on the Financial Status (NAVMC Form 584).
5. Reconcile with higher authority as required.

**REFERENCES:**

1. MCO P10110.17C MC Nutrition and Menu Planning Manual
2. MCO P10110.35C Menu Standards
3. NAVMED P-5010 Navy Sanitation
4. NAVSUP-486 Food Service Management General Messes

---

**3302-ADMN-2002:** Execute Military Personnel Marine Corps (MPMC) Project 31 Budget

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service office environment, given office machines/computer, directives, projected financial data, historical data, anticipated future requirements, and the references.

**STANDARD:** To ensure the MPMC Project 31 budget is within established fiscal parameters, ensuring subsistence procurements meet mission requirements.

**PERFORMANCE STEPS:**

1. Receive MPMC Project 31 field allotment.
2. Commit funding within SABRS to procure subsistence.
3. Procure subsistence using the Subsistence Total Order and Receipt Electronic System (STORES).
4. Obligate by Document Number in SABRS, based on true bills.
5. Validate liquidation in SABRS.
6. Research and validate Unliquidated Obligations (ULOs) as required.

**CHAINED EVENTS:**

3302-ADMN-2005                      3302-ADMN-2001                      3302-ADMN-1009

**REFERENCES:**

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
2. FSC C8900-PL Federal Supply Catalog, Group 89 Subsistence
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
4. MCO P4200.15 Marine Corps Purchasing Procedures Manual
5. MCO P7100.8 Field Budget Guidance Manual
6. MCO P7300.8 Marine Corps Financial Accounting Manual
7. MCRP 4-11.8A Food Service Reference Publication

---

**3302-ADMN-2003:** Manage Food Service Training Program

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service office environment, given references, data on food service personnel, and training resources.

**STANDARD:** To ensure personnel are trained in accordance with Food Service Operations Training and Readiness Manual standards.

**PERFORMANCE STEPS:**

1. Formulate a training plan.
2. Develop training schedule.
3. Follow training schedule.

**PREREQUISITE EVENTS:**

3381-ADMN-1009                      3381-ADMN-2003                      FDSV-EXPD-3304  
3381-EXPD-2307                      3381-FDPR-1424

**REFERENCES:**

1. MCO 1553.1B Marine Corps Training and Education System
  2. MCO 1553.2 Management of Marine Corps Formal Schools and Training Detachments
  3. MCO 1553.3 USMC Unit Training Management Guide
  4. MCO 3500.27B W/ERRATUM Operational Risk Management (ORM)
  5. NAVMC 3500.91 Food Service T & R Manual
-



**3302-ADMN-2004:** Direct Assignment of Food Service Personnel

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service office environment, given information regarding personnel requirements within Commands for OccField 33XX, and the references.

**STANDARD:** Ensure required personnel are assigned to specific commands according to grade and experience to meet mission requirements per the references.

**PERFORMANCE STEPS:**

1. Gather personnel numbers and information for food service personnel support requirements.
2. Recommend personnel assignments to Command G-1.
3. Coordinate with OccField 3302 Monitors/OccField Sponsors.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
2. MCRP 4-11.8A Food Service Reference Publication

---

**3302-ADMN-2005:** Prepare Military Marine Corps Project 31 Budget

**EVALUATION-CODED:** NO                      **SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given office machines/computer, directives, projected financial data, historical data, anticipated future requirements, and the references.

**STANDARD:** To ensure the MPMC Project 31 Budget is prepared accurately and coordinated with the appropriate agency.

**PERFORMANCE STEPS:**

1. Identify type of rations required.
2. Gather historical data on number of meals fed annually.
3. Compute Man-Days Fed requirement.
4. Multiply projected Man-Days Fed requirement by projected Basic Daily Food Allowance (BDFA).
5. Staff projected requirements with appropriate agency.

**REFERENCES:**

1. MCFMIS SOP

2. MCO P10110.34E MC Food Service and Subsistence Program

---

**3302-ADMN-2006:** Monitor the Computation of the Basic Daily Food Allowance (BDFA) for a Food Service System

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given personnel, a computer, MCFMIS program, a partial BDFA, applicable food prices, and the references.

**STANDARD:** To ensure forms are accurate and complete per the references.

**PERFORMANCE STEPS:**

1. Obtain the partial BDFA from higher authority.
2. Obtain applicable food prices.
3. Audit the data for accuracy.
4. Disseminate BDFA, as appropriate.

**REFERENCES:**

1. MCFMIS SOP
2. MCRP 4-11.8A Food Service Reference Publication

---

**3302-ADMN-2007:** Formulate Annual/Quarterly Subsistence-in-Kind (SIK) Requirements

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given a computer, MCFMIS program, a calculator, references, recipes, a master menu, annual training plan, number of personnel to subsist, and past absenteeism.

**STANDARD:** To ensure the projected number of personnel is fed based on the master menu and the references.

**PERFORMANCE STEPS:**

1. Apply past usage data to figure the average number of personnel to be fed in 3, 6, and 12-month increments.
2. Use the master menu to review the subsistence items needed to support the requirements for a 3, 6, and 12-month period.
3. Use recurring demands from the NAVMC 708 card/MCFMIS record to compile

- usage data to support steps 1 and 2.
4. Identify with supply activity a confirmation of receipt for the subsistence requirements.

**REFERENCES:**

1. DPSC HANDBOOK 4235.2 CONUS Semi perishable Subsistence
2. FM 10-23 Army Field Food Service
3. FM 10-60 Supply Subsistence of Theater Operations
4. MCFMIS SOP
5. MCO 10110.42C Armed Forces Recipe Service Cards
6. MCO P10110.25C B Ration Book

---

**3302-ADMN-2008:** Develop Procurement Marine Corps (PMC) Budget

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, requirement replacements, or upgrading at costs of \$100,000 to include installation cost, and the references.

**STANDARD:** Ensure budget is prepared accurately for expense items in excess of \$100,000 per the references.

**PERFORMANCE STEPS:**

1. Obtain specific support and/or equipment requirement.
2. Determine short-term or long-term funding requirements.
3. Calculate equipment replacement requirements.
4. Calculate specific budget requirements.
5. Prepare the budget for submission.

**CHAINED EVENTS:**

3302-ADMN-2005

3302-ADMN-2001

3302-ADMN-1009

**REFERENCES:**

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
2. FSC C8900-PL Federal Supply Catalog, Group 89 Subsistence
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
4. MCO P4200.15 Marine Corps Purchasing Procedures Manual
5. MCO P7100.8 Field Budget Guidance Manual
6. MCO P7300.8 Marine Corps Financial Accounting Manual
7. MCRP 4-11.8A Food Service Reference Publication

---

**3302-ADMN-2009:** Formulate Annual/Quarterly Operational Ration (OR) Requirement

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given a calculator, a computer, recipes, feed plan, stock levels, annual training plan, number of personnel to subsist, and references.

**STANDARD:** To ensure projected number of personnel is fed based on training and the feed plan.

**PERFORMANCE STEPS:**

1. Apply past usage data to figure the average number of personnel to be fed in 3, 6, and 12-month increments.
2. Use the feed plan to review the subsistence items needed to support the requirements for a 3, 6, or 12-month period.
3. Use training plan, Quarterly Subsistence Financial Report (QSFR)/Subsistence Operational Analysis Report (SOAR) to compile usage data to support steps 1 and 2.
4. Identify with supply activity a confirmation of receipt for the subsistence requirements.

**REFERENCES:**

1. DPSC HANDBOOK 4235.2 CONUS Semiperishable Subsistence
2. FM 10-23 Army Field Food Service
3. MCFMIS SOP
4. MCO 10110.42C Armed Forces Recipe Service Cards
5. MCO 4400.150 Consumer Level Supply Policy Manual
6. MCO P10110.25C B Ration Book

---

**3302-ADMN-2010:** Manage Procurement/Distribution of Equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer, MCSC Project Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service environment, given requirements, allowances, and equipment.

**STANDARD:** To ensure equipment is provided and distributed per operational requirements and authorizations per the references.

**PERFORMANCE STEPS:**

1. Establish allowances.
2. Review allowances.
3. Determine equipment deficiencies.
4. Submit budget/requisitions.

5. Ensure delivery/installation.

**REFERENCES:**

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
2. FAR Federal Acquisition Regulation
3. MCO P10110.17C MC Nutrition and Menu Planning Manual
4. MCO P10110.25C B Ration Book
5. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
6. MCRP 4-11.8A Food Service Reference Publication
7. NAVCOMPT Navy Comptroller Manual

---

**3302-ADMN-2011:** Establish Food Service Operating Procedures

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Establish a food service program in support of field or deployment operations.

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given publications, Table of Organization (T/O), Table of Equipment (T/E) directives, personnel, administrative equipment, and references.

**STANDARD:** To ensure daily operating requirements, administration, and accounting are performed per the references.

**PERFORMANCE STEPS:**

1. Determine task to be performed in a food service office.
2. Assign personnel to perform task identified.
3. Establish procedures for preparing and maintaining correspondence.
4. Write job descriptions.
5. Establish desktop procedures.
6. Establish turnover file procedures.
7. Establish office recycling procedures.
8. Establish filing procedures.
9. Establish accounting procedures.
10. Establish procedures for maintaining financial oversight of messhalls.
11. Authorize input from assigned personnel.

**PREREQUISITE EVENTS:**

3302-ADMN-1005	3302-ADMN-2012	3381-SUBS-1606
3381-ADMN-1004	3381-ADMN-1003	3381-FDPR-1424
3381-EQMT-2201	3381-GARR-2501	3302-ADMN-2009
3381-ADMN-2003	3302-EXPD-2301	3381-SUBS-1602
3302-EXPD-2302	FDSV-SUBS-3601	3381-SUBS-1605
3381-SUBS-2602	3381-SUBS-1601	3381-EXPD-2302
3381-ADMN-1009	FDSV-EQMT-3201	3381-EXPD-2307
FDSV-EXPD-3310	3302-ADMN-2019	3381-ADMN-2005

3381-EXPD-2305	3381-ADMN-2001	3381-ADMN-2002
3381-EXPD-2306	3302-GARR-2501	3302-EXPD-1306
FDSV-EXPD-3319	3302-EXPD-2303	FDSV-EXPD-3304
3302-ADMN-2011	3302-ADMN-2003	FDSV-ADMN-3001
3381-SUBS-1607		

**REFERENCES:**

1. DOD 1338.10M DOD Food Service Manual
2. DSCP-HB 4155.2 Inspection of Operational Rations
3. FM 10-23 Army Field Food Service
4. FM 10-27-4 Org Supply and Services for Unit Leaders
5. FMFLantO P10110-2C SOP for food service / Subsistence Support within the FMF
6. FMFM 7-10 Domestic Support Operations
7. JP 3-07.5 Joint Tactics, Techniques, and Procedures for Noncombatant Evacuation Operations
8. MCO 10110.42C Armed Forces Recipe Service Cards
9. MCO 10110.47 BAS and Meal Card Order
10. MCRP 4-11.8A Food Service Reference Publication
11. MCWP 4-1 Logistics Operations
12. MCWP 4-11 Tactical Level Logistics
13. MCWP 4-11.8 Services in an Expeditionary Environment
14. MCWP 4-12 Operational-Level Logistics
15. MCWP 4-25-5 Bulk Liquids Operations
16. MIL HDBK 1165 Water Conservation
17. NAVMED P-5010.9 Ground Sanitation
18. OPNAVINST 5090.1B Environmental and Natural Resources Manual
19. R30-22 The Army Food Program
20. SECNAVINST 4061.1C Food Sanitation Training Program

---

**3302-ADMN-2012:** Determine Requirements for Contracts in Support of Food Service

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** ACOR, COR, Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given contract requirements, publications and appropriate directives.

**STANDARD:** To ensure all applicable stipulations and regulations are included in the completed contract per the references.

**PERFORMANCE STEPS:**

1. Review the references.
2. Perform research for contract input.
3. Submit contract elements to the Installation contracting officer (ICO)/Food Service Officer (FSO).
4. Define contract elements.
5. Prepare/validate modifications, Collective Bargaining Agreements, and wage

- determinations for submission to the ICO/FSO
6. Recommend changes of Quality Assurance Surveillance Plans to the ICO/FSO.
  7. Review draft contract, as required.
  8. Notify ICO of modifications as needed.

**PREREQUISITE EVENTS:**

3302-EXPD-2301	3302-EXPD-2302	FDSV-EXPD-3304
3302-EXPD-1306	3381-EXPD-2302	

**REFERENCES:**

1. DFARS Defense Federal Acquisition Regulation Supplement
2. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
3. DoD Regulation 5500.7-R Joint Ethics Regulation
4. FAR Federal Acquisition Regulation
5. MAPS Marine Corps Acquisition Procedures Supplement
6. NAVMED P-5010 Navy Sanitation

---

**3302-ADMN-2013:** Prepare Whole Room Concept Budget (WRC)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given the mess hall Equipment Replacement Record (MERR), Long Range Replacement Program, references, and calculator.

**STANDARD:** To ensure that WRC budgets are timely and correctly submitted for funding.

**PERFORMANCE STEPS:**

1. Obtain the specific support requirements and mission objectives.
2. Determine short-term goals requiring funding.
3. Calculate specific budget requirements.
4. Prepare the budget for submission.
5. Submit budget according to local policies and procedures.

**REFERENCE:**

1. MCO P10110.34E MC Food Service and Subsistence Program

---

**3302-ADMN-2014:** Audit Financial Status of Food Service Operations

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given personnel, a computer, MCFMIS program, completed financial documents, and the references.

**STANDARD:** To ensure that financial documents are accurate and complete.

**PERFORMANCE STEPS:**

1. Review the completed financial documents.
2. Audit the data for accuracy.

**REFERENCES:**

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
2. MAPS Marine Corps Acquisition Procedures Supplement
3. MCFMIS SOP
4. MCRP 4-11.8A Food Service Reference Publication
5. NAVMC 3500.91 Food Service T&R Manual

---

**3302-ADMN-2015:** Develop Operations and Maintenance Marine Corps (O&MMC) Budget

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given a computer, MCFMIS program, publications, past usage data, projected feeding/support requirements, inventory data, requirements for mess hall improvements, construction requirements, calculator, and the references.

**STANDARD:** To ensure budget is prepared accurately per the references.

**PERFORMANCE STEPS:**

1. Obtain the specific support requirements and mission objectives of the operation.
2. Determine short-term goals requiring funding.
3. Calculate specific budget requirements.
4. Prepare the budget for submission.
5. Coordinate budget with Defense Supply Stock Control (DSSC)/Defense Personnel Support Center (DPSC), maintenance, property control, and accounting.
6. Monitor the budget.

**CHAINED EVENTS:**

3302-ADMN-2005

3302-ADMN-2001

3302-ADMN-1009

**REFERENCES:**

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation



2. FSC C8900-PL Federal Supply Catalog, Group 89 Subsistence
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
4. MCO P4200.15 Marine Corps Purchasing Procedures Manual
5. MCO P7100.8 Field Budget Guidance Manual
6. MCO P7300.8 Marine Corps Financial Accounting Manual
7. MCRP 4-11.8A Food Service Reference Publication

---

**3302-ADMN-2016:** Prepare a Subsistence Operational Analysis Report / Quarterly Subsistence Financial Report

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given a computer, MCFMIS program, SOAR/QSFR forms, subsistence accounting data, related documentation, references, and a calculator.

**STANDARD:** To ensure financial documents are prepared accurately per the references.

**PERFORMANCE STEPS:**

1. Gather all appropriate data to complete the SOAR/QSFR.
2. Complete/Print SOAR/QSFR.
3. Check for accuracy.
4. Obtain appropriate signature for report.
5. Forward completed SOAR/QSFR to appropriate authority.

**REFERENCES:**

1. MCFMIS SOP
2. MCRP 4-11.8A Food Service Reference Publication

---

**3302-ADMN-2017:** Develop Program Objectives Memorandum Budget

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given requirements for equipment, improvements, construction projects, manpower, all other food service activities, and the references

**STANDARD:** To ensure development of other budgets for all expenditures and food service functions per the references.

**PERFORMANCE STEPS:**

1. Assemble requirements.
2. Develop budget data.
3. Review Mess hall Facilities Improvement Program (MFIP).
4. Submit totals to appropriate funding agency.

**CHAINED EVENTS:**

3302-ADMN-2005                      3302-ADMN-2001                      3302-ADMN-1009

**REFERENCES:**

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
2. FSC C8900-PL Federal Supply Catalog, Group 89 Subsistence
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
4. MCO P4200.15 Marine Corps Purchasing Procedures Manual
5. MCO P7100.8 Field Budget Guidance Manual
6. MCO P7300.8 Marine Corps Financial Accounting Manual
7. MCRP 4-11.8A Food Service Reference Publication

---

**3302-ADMN-2018:** Develop Military Personnel Marine Corps (MPMC) Project 31 Budget in Support of Field Food Service

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given office machines/computer, directives, projected financial data, historical data, anticipated future requirements, and the references.

**STANDARD:** Ensure MPMC Project 31 Budget is prepared accurately and coordinated with the appropriate agency annually per the references.

**PERFORMANCE STEPS:**

1. Identify total number of annual meals required in the field.
2. Compute type of rations and amount required for field feeding based on number of meals required for each type of ration.
3. Multiply total number of field rations required (by type) by applicable costs.
4. Identify/Compute contract feeding/host nation messing support requirements.

**CHAINED EVENTS:**

3302-ADMN-2005                      3302-ADMN-2001                      3302-ADMN-1009

**REFERENCES:**

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
2. FSC C8900-PL Federal Supply Catalog, Group 89 Subsistence
3. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program

4. MCO P4200.15 Marine Corps Purchasing Procedures Manual
5. MCO P7100.8 Field Budget Guidance Manual
6. MCO P7300.8 Marine Corps Financial Accounting Manual
7. MCRP 4-11.8A Food Service Reference Publication

---

**3302-ADMN-2019:** Maintain Food Service Operating Procedures

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** COR, Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given publications, Table of Organization (T/O), directives, personnel, office equipment, and references.

**STANDARD:** To ensure administration and accounting are performed per existing directives.

**PERFORMANCE STEPS:**

1. Publish operations/policies and procedures, as applicable.
2. Inspect/assign personnel to inspect the execution of policies and procedures.
3. Identify necessary changes and take corrective action.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
2. MCO P10110.34E MC Food Service and Subsistence Program
3. MCRP 4-11.8A Food Service Reference Publication

---

**3302-EXPD-2301:** Coordinate Class I (subsistence) Support with appropriate CSS Elements

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service environment, given key personnel, operational feed plan, and the references.

**STANDARD:** To ensure operational subsistence support and coordination with CSS elements.

**PERFORMANCE STEPS:**

1. Identify and locate requirements.
2. Match requirements to operational plans.

3. Determine feasibility of providing required support.
4. Provide comments/recommendations to cognizant officials.

**REFERENCES:**

1. DSCP-HB 4155.2 Inspection of Operational Rations
2. FM 10-23 Army Field Food Service
3. FM 10-23.2 Army Garrison Food Service
4. MCO P10110.14 Food Service SOP
5. MCO P10110.34E MC Food Service and Subsistence Program
6. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's

---

**3302-EXPD-2302:** Coordinate Host Nation Feeding Requirements

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service office environment, given a requirement for a service support agreement, number of personnel, period to be covered, and the references.

**STANDARD:** To ensure specific feeding requirements are prepared per the references.

**PERFORMANCE STEPS:**

1. Identify the requirements.
2. Identify the location where agreement will be required.
3. Identify the number of personnel and the type of support required.

**REFERENCES:**

1. MCO 4200.29 Food Service Contracting
2. MCO P10110.14 Food Service SOP
3. MCRP 4-11.8A Food Service Reference Publication

---

**3302-EXPD-2303:** Establish a camp based feeding site, and provide Food Service Support.

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Service Operations Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service environment, given the requirement, subordinate personnel, T/E equipment and the appropriate references.

**STANDARD:** To ensure mission requirements are met per the references.

**PERFORMANCE STEPS:**

1. Review the referenced publications.
2. Coordinate required support (utilities and transportation)
3. Conduct site survey; identify suitable location for establishing a camp based feeding site.
4. Brief support plan to affected commodities.
5. Verify that support is available and understands role in mission.
6. Establish camp based feeding site.
7. Prepare rations.
8. Feed rations to personnel.
9. Breakdown site, properly embark.

**RELATED EVENTS:**

FDSV-EXPD-3318	FDSV-EXPD-3319	FDSV-EXPD-3315
3381-EXPD-1305	FDSV-EXPD-3316	FDSV-EXPD-3313
3381-EXPD-2304	3381-EXPD-1303	

**REFERENCES:**

1. MCFMIS SOP
2. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
3. MCO 4200.29 Food Service Contracting
4. MCO P10110.14 Food Service SOP
5. MCO P10110.17C MC Nutrition and Menu Planning Manual
6. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
7. MCO P10110.35C Menu Standards
8. MCO P5090.2A Environmental Protection Manual
9. MCRP 4-11.8A Food Service Reference Publication
10. NAVMED P-5010 Navy Sanitation

---

**3302-GARR-2501:** Conduct Menu Planning Board

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer

**GRADES:** WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2NDLT, 1STLT, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service office environment, given publications and current information on availability of subsistence, climatic conditions, command requirement, consumer's food preferences, and the references.

**STANDARD:** To ensure menu standards are met per the references.

**PERFORMANCE STEPS:**

1. Set menu objectives.
2. Assign board members.
3. Conduct menu planning board.
4. Implement changes as required.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards

NAVMC DIR 3500.91  
3 Oct 06

2. MCO P10110.17C MC Nutrition and Menu Planning Manual
3. MCO P10110.35C Menu Standards
4. NAVMEDINST 10110.1 Nutrition Allowance, Standards, and Education
5. NAVSUP P-421 Navy Food Service SOP

FOOD SERVICE T&R MANUAL

CHAPTER 5

MOS 3372 INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE . . . . .	5000	5-2
EVENT CODING. . . . .	5001	5-2
INDEX OF INDIVIDUAL EVENTS. . . . .	5002	5-3
2000 LEVEL INDIVIDUAL EVENTS. . . . .	5003	5-4

FOOD SERVICE T&R MANUAL

CHAPTER 5

MOS 3372 INDIVIDUAL EVENTS

**5000. PURPOSE.** This chapter contains individual training events for the Marine Aide.

**5001. EVENT CODING.** Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. Each event starts with 3372, indicating that the event is for MOS 3372, Marine Aide.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
GARR	Garrison	3372-GARR-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 2000-level events only.



5002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	<b>2000 LEVEL</b>	
3372-GARR-2501	Arrange/place insignia, ribbons, medals or badges	5-4
3372-GARR-2502	Plan a menu	5-4
3372-GARR-2503	Prepare breakfast	5-5
3372-GARR-2504	Prepare brunch	5-5
3372-GARR-2505	Prepare coffee/tea	5-5
3372-GARR-2506	Prepare luncheon	5-6
3372-GARR-2507	Prepare cocktail party	5-6
3372-GARR-2508	Prepare formal dinner	5-7
3372-GARR-2509	Prepare informal dinner	5-7
3372 GARR-2510	Prepare buffet	5-8
3372-GARR-2511	Prepare reception	5-8
3372-GARR-2512	Set up a table	5-9
3372-GARR-2513	Set up a bar	5-9
3372-GARR-2514	Record expenditures	5-10
3372-GARR-2515	Arrange flags	5-10
3372-GARR-2516	Procure beverages	5-11
3372-GARR-2517	Serve a meal	5-11
3372-GARR-2518	Clean up after a meal	5-12

5003. 2000 LEVEL INDIVIDUAL EVENTS

3372-GARR-2501: Arrange/place insignia, ribbons, medals or badges

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Marine Aide

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given insignia, ribbons, medals, or badges.

STANDARD: Properly, in accordance with Marine Corps uniform regulations.

PERFORMANCE STEPS:

1. Determine the proper uniform for the event.
2. Determine the proper ribbons, medals or badges.
3. Check for cleanliness of ribbons, medals or badges.
4. Check for missing devices.
5. Arrange according to Marine Corps regulations.

REFERENCES:

1. MCO P1020.34G Marine Corps Uniform Regulations
  2. Marine Aides Handbook
- 

3372-GARR-2502: Plan a menu

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Marine Aide

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the number of guests attending, special dietary restrictions, and a cost.

STANDARD: To ensure the meal prepared is palatable, pleasing to the senses and prepared according to the quantities and ingredients specified in the recipe.

PERFORMANCE STEPS:

1. Inventory food items on hand.
2. Determine the quantity of each item required.
3. Procure needed items.

REFERENCE:

1. Marine Aides Handbook
-

**3372-GARR-2503:** Prepare breakfast

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a general officer's quarters, given a set menu.

**STANDARD:** Ensuring the breakfast is palatable, pleasing to the senses and is prepared according to the quantities and ingredients specified in the recipes.

**PERFORMANCE STEPS:**

1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2504:** Prepare brunch

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a general officer's quarters, given a set menu

**STANDARD:** Ensuring the brunch is palatable, pleasing to the senses and is prepared according to the quantities and ingredients specified in the recipes.

**PERFORMANCE STEPS:**

1. Determine the quantities of each item required per recipe..
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2505:** Prepare coffee/tea

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In general officer's quarters, given a set menu

**STANDARD:** Ensuring coffee/tea is palatable, pleasing to the senses and is prepared according to the quantities and ingredients specified in the recipe.

**PERFORMANCE STEPS:**

1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2506:** Prepare luncheon

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:**

**CONDITION:** In a general officer's quarters, given a set menu.

**STANDARD:** Ensuring the luncheon is palatable, pleasing to the senses, and is prepared according to the quantities and ingredients specified in the recipe.

**PERFORMANCE STEPS:**

1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2507:** Prepare cocktail party

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:**

**CONDITION:** In a general officer's quarters, given a set menu.

**STANDARD:** Ensuring food items are palatable, pleasing to the senses, and are prepared according to the quantities and ingredients specified in the recipes.

**PERFORMANCE STEPS:**

1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2508:** Prepare formal dinner

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a general officer's quarters, given the number of guests attending, special dietary restrictions, a cost, and a set menu.

**STANDARD:** Ensuring the dinner is palatable, pleasing to the senses, and is prepared according to the quantities and ingredients specified in the recipes.

**PERFORMANCE STEPS:**

1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes according to the menu.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2509:** Prepare informal dinner

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a general officer's quarters, given a set menu, number of guests attending, special dietary restrictions, and a cost.

**STANDARD:** Ensuring the dinner is palatable, pleasing to the senses and is prepared according to the quantities and ingredients specified in the recipes.

**PERFORMANCE STEPS:**

1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes in accordance with the menu.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2510:** Prepare buffet

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a general officer's quarters, given a set menu, number of guests attending, special dietary restrictions, and a cost.

**STANDARD:** Ensuring the buffet items are palatable, pleasing to the senses and are prepared according to the quantities and ingredients specified in the recipes.

**PERFORMANCE STEPS:**

1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes according to the menu.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2511:** Prepare reception

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a general officer's quarters, given a set menu, number of guests attending, special dietary restrictions, and a cost.

**STANDARD:** Ensuring that reception items are palatable, pleasing to the

senses and are prepared according to quantities and ingredients specified in the recipes.

**PERFORMANCE STEPS:**

1. Determine the quantities of each item required per recipe.
2. Inventory food quantity on hand.
3. Procure appropriate food quantities.
4. Prepare recipes according to the menu.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2512:** Set up a table

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a general officer's quarters, given the type of function entertaining, the appropriate tableware, and the Marine Aide Handbook.

**STANDARD:** To ensure a professional setting.

**PERFORMANCE STEPS:**

1. Determine the proper occasion.
2. Determine the number of guests.
3. Determine the appropriate tableware.
4. Arrange tableware according to the Marine Aides Handbook.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2513:** Set up a bar

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In general officer's quarters, given the type of occasion entertaining, the appropriate bar accessories, and the Marine Aides Handbook.

**STANDARD:** To ensure appropriate amounts of liquids are readily available throughout the function.

**PERFORMANCE STEPS:**

1. Determine the appropriate occasion.
2. Determine the number of guests attending.
3. Determine needed amounts of liquids.
4. Inventory stock items.
5. Procure needed amounts.
6. Arrange according to the Marine Aides Handbook.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2514:** Record expenditures

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a general officer's quarters, given official function receipts and an expenditure logbook.

**STANDARD:** To ensure all official expenditures are properly accounted for.

**PERFORMANCE STEPS:**

1. Gather the receipts.
2. Total out receipts.
3. Record in expenditure logbook.
4. Turn receipts in to appropriate authorities.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2515:** Arrange flags

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a general officer's quarters, given an official function, appropriate flags, and the Marine Aides Handbook.

**STANDARD:** Ensuring flags are positioned in accordance with official Marine Corps regulations.

**PERFORMANCE STEPS:**

1. Determine the official countries being represented.



2. Procure the flags from appropriate authorities.
3. Place flags according to Marine Corps regulations.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2516:** Procure beverages

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a general officer's quarters, given a set menu.

**STANDARD:** To ensure a proper balance of beverages is served in accordance with the menu.

**PERFORMANCE STEPS:**

1. Determine the type and quantity of beverages needed.
2. Inventory quantities on hand.
3. Procure appropriate beverages.

**REFERENCE:**

1. Marine Aides Handbook
- 

**3372-GARR-2517:** Serve a meal

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Marine Aide

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a general officer's quarters, given a specific function and appropriate tableware.

**STANDARD:** Ensuring the meal is served in accordance with proper etiquette and the general officer's preferences.

**PERFORMANCE STEPS:**

1. Plate the meal.
2. Serve from left; remove from right (informal).
3. Serve from left; remove from left (formal).

**REFERENCE:**

1. Marine Aides Handbook
-

3372-GARR-2518: Clean up after a meal

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Marine Aide

GRADES: SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a general officer's quarters, given the completion of a meal.

STANDARD: To ensure the quarters are restored to a clean and orderly manner.

PERFORMANCE STEPS:

1. Remove all tableware to the appropriate area for washing, drying and storing.
2. Remove linens & napkins to the appropriate location to be laundered and stored.
3. Store leftover foods in proper containers.
4. Wash, dry and store tableware, serving dishes, pots, pans and other equipment.
5. Ensure that the kitchen, dinning and serving areas are restored to a clean and orderly manner.
6. Reposition furniture to its original location.

REFERENCE:

1. Marine Aides Handbook
-

FOOD SERVICE T&R MANUAL

CHAPTER 6

MOS 3381 INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE . . . . .	6000	6-2
EVENT CODING. . . . .	6001	6-2
INDEX OF INDIVIDUAL EVENTS. . . . .	6002	6-3
1000 LEVEL INDIVIDUAL EVENTS. . . . .	6003	6-5
2000 LEVEL INDIVIDUAL EVENTS. . . . .	6004	6-42

FOOD SERVICE T&R MANUAL

CHAPTER 6

MOS 3381 INDIVIDUAL EVENTS

**6000. PURPOSE.** This chapter contains individual training events for the Food Service Specialist.

**6001. EVENT CODING.** Events in the T&R manual are depicted with a 12 field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one - Each event starts with 3381, indicating that the event is for MOS 3381, Food Service Specialist.

b. Field two - This field is alpha characters indicating a functional area. The functional areas for this chapter are listed below:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administrative Functions	FDSV-ADMN-XXXX
CTQA	Contracting/QAE	FDSV-CTQA-XXXX
EQMT	Equipment	FDSV-EQMT-XXXX
EXPD	Expeditionary	FDSV-EXPD-XXXX
FDPR	Food Preparation	FDSV-FDPR-XXXX
GARR	Garrison	FDSV-GARR-XXXX
SUBS	Subsistence	FDSV-SUBS-XXXX

c. Field three - All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains both 1000 and 2000-level events.

6002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	<b>1000 LEVEL</b>	
3381-ADMN-1001	Prepare PROGUIDE	6-6
3381-ADMN-1002	Review Daily Cost Analysis (DCA)	6-6
3381-ADMN-1003	Prepare a Subsistence Requisition Form (ORDGUIDE)	6-7
3381-ADMN-1004	Prepare Voucher for Disbursement and/or Collection	6-8
3381-ADMN-1005	Maintain Headcount Record	6-8
3381-ADMN-1006	Maintain Financial/Cost Accounting	6-9
3381-ADMN-1007	Implement a Mobilization Feeding Plan	6-9
3381-ADMN-1008	Maintain Cash Handling Procedures	6-10
3381-ADMN-1009	Inspect Food Service Personnel	6-11
3381-ADMN-1010	Coordinate Veterinarian Support	6-11
3381-ADMN-1011	Prepare Maintenance Management Forms and Records	6-12
3381-CTQA-1101	Monitor Quality Control Program for Food Service Operations	6-12
3381-CTQA-1102	Conduct Inspection of Food Service Facilities	6-13
3381-EQMT-1201	Maintain Equipment Records	6-14
3381-EQMT-1202	Repair Insulated Food and Beverage Transporters	6-14
3381-EQMT-1203	Load TRHS in QuadCon for Embark	6-15
3381-EQMT-1204	Perform Initial Checkout and Adjustment of the TRHS	6-15
3381-EQMT-1205	Operate a TRHS in a Vehicle	6-16
3381-EQMT-1206	Embark Field Food Service Equipment	6-16
3381-EQMT-1207	Debark Field Food Service Equipment	6-17
3381-EQMT-1208	Troubleshoot Field Food Service Equipment	6-17
3381-EXPD-1301	Develop Emergency/Catastrophe Feeding Plan	6-18
3381-EXPD-1302	Identify location for deployment of Field Food Service System	6-19
3381-EXPD-1303	Disassemble General Purpose Medium Tent (GP)	6-20
3381-EXPD-1304	Determine Exercise Feed Plan	6-21
3381-EXPD-1305	Operate the M-59 Field range outfit	6-21
3381-EXPD-1306	Provide Host Nation Support Agreement Requirements	6-22
3381-EXPD-1307	Dismantle a Camp Base Feeding Site	6-23
3381-EXPD-1308	Select Site for Feeding and Ration Distribution	6-23
3381-FDPR-1401	Prepare Eggs to Order	6-24
3381-FDPR-1402	Prepare Pies	6-25
3381-FDPR-1403	Prepare Meat/Poultry/Seafood	6-25
3381-FDPR-1404	Decorate Cakes	6-26
3381-FDPR-1405	Prepare Salads	6-26
3381-FDPR-1406	Prepare Rolls	6-27
3381-FDPR-1407	Prepare Gravies and Sauces	6-27
3381-FDPR-1408	Prepare Hot Cereals	6-28
3381-FDPR-1409	Prepare Casseroles	6-28
3381-FDPR-1410	Prepare Danish/Sweet Dough	6-29
3381-FDPR-1411	Set-up Serving Line	6-29
3381-FDPR-1412	Prepare Box Lunches/In-Flight Meals	6-30
3381-FDPR-1413	Prepare Daily Menu Requirements/PREPREP	6-30

3381-FDPR-1414	Prepare Beverages	6-31
3381-FDPR-1415	Prepare Bread Dressing	6-31
3381-FDPR-1416	Prepare Frostings	6-32
3381-FDPR-1417	Prepare Vegetables	6-32
3381-FDPR-1418	Prepare Sandwiches	6-33
3381-FDPR-1419	Prepare Pudding/Custard Desserts	6-34
3381-FDPR-1420	Prepare Quick Breads	6-34
3381-FDPR-1421	Prepare Garnish	6-35
3381-FDPR-1422	Bake cakes	6-35
3381-FDPR-1423	Prepare Cookies	6-36
3381-FDPR-1424	Supervise the Serving of Food	6-36
3381-FDPR-1425	Prepare Soups	6-37
3381-FDPR-1426	Prepare Starches	6-37
3381-SUBS-1601	Maintain Requisitions Files	6-38
3381-SUBS-1602	Coordinate Issue of Subsistence Supplies	6-38
3381-SUBS-1603	Maintain Purchase and Delivery Files	6-39
3381-SUBS-1604	Adjust Recipes/REQUAs	6-39
3381-SUBS-1605	Determine Substitutions for Subsistence Items	6-40
3381-SUBS-1606	Prepare Subsistence Issue Receipt/PICKLIST	6-41
3381-SUBS-1607	Prepare Subsistence Inventory Adjustment	6-41
3381-SUBS-1608	Manage purchase Orders	6-42
3381-SUBS-1609	Dispose of Damaged/Deteriorating Supplies	6-42
	<b>2000 LEVEL</b>	
3381-ADMN-2001	Maintain Consolidated Memorandum Receipts (CMR)	6-44
3381-ADMN-2002	Manage Publication Control Program	6-44
3381-ADMN-2003	Conduct Watch Briefings for Food Service Activities	6-45
3381-ADMN-2004	Maintain Man-Day Fed Report	6-45
3381-ADMN-2005	Monitor Collection of Public Funds	6-46
3381-ADMN-2006	Prepare Unsatisfactory Material/Quality Deficiency Report	6-46
3381-ADMN-2007	Prepare a Subsistence Operational Analysis Report/Quarterly Subsistence Financial Report	6-47
3381-EQMT-2201	Monitor Inventory of Equipment	6-47
3381-EXPD-2301	Implement emergency/catastrophe feeding plan	6-48
3381-EXPD-2302	Identify subsistence requirements in support of training and deployments	6-49
3381-EXPD-2303	Identify embarkation requirements for field food service operations	6-49
3381-EXPD-2304	Perform preventive maintenance on the M-59 field range cabinet	6-50
3381-EXPD-2305	Manage equipment modification control program	6-50
3381-EXPD-2306	Manage preventive maintenance checks and services (PMCS) for Field Food Service Equipment	6-51
3381-EXPD-2307	Manage safety programs	6-52
3381-EXPD-2308	Establish a Camp Based Feeding Site and Provide Food Service Support	6-52
3381-GARR-2501	Develop Preventive Maintenance (PM) Schedule	6-53
3381-SUBS-2601	Forecast Subsistence Requirements	6-54
3381-SUBS-2602	Maintain a rations issue point	6-54

NAVMC DIR 3500.91  
3 Oct 06

3381-SUBS-2603	Compute Packaged Operational Rations (POR) Requirements	6-55
----------------	--	------

**6003. 1000 LEVEL INDIVIDUAL EVENTS**

**3381-ADMN-1001:** Prepare PROGUIDE

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Chief Cook, Food Service Specialist, MCFMIS Operator, Subsistence Chief

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a computer, MCFMIS program, a menu, blank forms, subsistence items, food requirements, food service personnel, Armed Forces Recipe Service, number of personnel to feed, list of leftover food from previous Meal, and the references.

**STANDARD:** To ensure detailed instructions are provided to food service personnel for each food item.

**PERFORMANCE STEPS:**

1. Assemble Master Menu, Armed Forces Recipe Service, Cook's Worksheet, acceptability factors, number of personnel.
2. Fill out Cook's Worksheet/PROGUIDE.
3. List any special instructions, batches, early chows, late chows, duty rations, time, and number of personnel using RECMAN.
4. Ensure leftover products are utilized.
5. Decrease necessary items by the amount of leftovers.

**REFERENCES:**

1. MCFMIS SOP
  2. MCO 10110.42C Armed Forces Recipe Service Cards
  3. MCO P10110.14 Food Service SOP
  4. MCO P10110.35C Menu Standards
  5. NAVMED P-5010 Navy Sanitation
- 

**3381-ADMN-1002:** Review Daily Cost Analysis (DCA)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Officer, Food Technician, MCFMIS Operator, Mess Hall Manager, Subsistence Chief

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given administrative equipment, a daily food cost analysis, and the references.



**STANDARD:** To ensure accuracy, financial solvency, and completeness per the references.

**PERFORMANCE STEPS:**

1. Compare cost to feed subsistence consumed.
2. Compare on-hand inventory level to authorized level.
3. Compare subsistence expenditures equating to under/over expenditure.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
  2. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
- 

**3381-ADMN-1003:** Prepare a Subsistence Requisition Form (ORDGUIDE)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** MCFMIS Operator, Subsistence Chief, Subsistence Supply Clerk

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given a computer, MCFMIS program, menus, NAVMC forms, National Stock Numbers, number of personnel to feed, and the references.

**STANDARD:** To ensure food items are available to support meals during specific time-periods.

**PERFORMANCE STEPS:**

1. Use the master menu to review the requirements needed to support the master menu.
2. Apply past usage data to estimate the number of personnel to be fed.
3. Prepare the applicable NAVMC requisitioning form/ORDGUIDE for the quantities of subsistence items required to support that specific consumption period.
4. Enter all requisitions/ORDENTRY into computer or onto locally drafted consolidation worksheet.
5. Enter the menu into the computer.
6. Enter the number of personnel to be fed for each meal.
7. Enter the number of consumption days to be included in the requisition.
8. Run MENTBL program.
9. Run a consolidation program on the computer or add the various requisitions and obtain a grand total for each item.
10. Transfer the quantities/items from the computer printout to the appropriate NAVMC forms.

**REFERENCES:**

1. MCFMIS SOP
  2. MCO 10110.42C Armed Forces Recipe Service Cards
  3. MCO P4400.150E Marine Corps Consumer Level Policy Manual
-

**3381-ADMN-1004:** Prepare Voucher for Disbursement and/or Collection

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Cash Collection Agent, Cash Collection Custodian, Cashier, Food Service Operations Chief, Mess Hall Manager

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given office equipment, supporting documents, directives, and references.

**STANDARD:** To ensure vouchers are prepared accurately.

**PERFORMANCE STEPS:**

1. Total all monies.
2. Prepare Standard Treasury Form 1080 (EG).
3. Deposit funds, and submit original form per references.

**REFERENCES:**

1. DOD Financial Management Regulation 7000.14 DoD FMR
  2. MCFMIS SOP
- 

**3381-ADMN-1005:** Maintain Headcount Record

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** Chief Cook, Field Mess Manager, Food Service Specialist, MCFMIS Operator, Subsistence Chief, Subsistence Supply Clerk

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given administrative equipment, appropriate accounting forms, and the references.

**STANDARD:** To ensure daily headcount for each meal is recorded properly.

**PERFORMANCE STEPS:**

1. Identify individuals to subsist by category.
2. Verify personnel are annotated on the correct head count form as they enter the facility.
3. Verify each accounting sheet.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
  2. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
  3. MCRP 4-11.8A Food Service Reference Publication
-

**3381-ADMN-1006:** Maintain Financial/Cost Accounting

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Technician, Stores Clerk, Subsistence Chief, Subsistence Supply Clerk

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given administrative equipment, references, financial accounts, forms, and office materials.

**STANDARD:** To ensure accuracy per current references.

**PERFORMANCE STEPS:**

1. Post amount of Project 31 funds received from higher headquarters.
2. Subtract each bill received from the vendors.
3. Compare total funds remaining on the financial/cost accounting ledger with each fiscal allotment ledger received from the accounting office.
4. Compare the funds remaining on the financial/cost accounting ledger with the NAVCOMPT Form 2025 at the budget office at the end of each accounting period.

**REFERENCES:**

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
  2. DOD Financial Management Regulation 7000.14 DoD FMR
  3. DPSC HANDBOOK 4235.2 CONUS Semi perishable Subsistence
  4. FMFlantO P10110-2C SOP for food service / Subsistence Support within the FMF
  5. FSC C8900-PL Federal Supply Catalog, Group 89 Subsistence
  6. FSC C8900-SL Federal Supply Catalog Stock List
  7. MARFORLANTO 4400-18B Policy for Managing PORs ,FBTs and RSFH
  8. MCB 10110 Field Ration Accountability during Training and Exercises, MRE's, Contracting, ect.
  9. MCO 4400.150 Consumer Level Supply Policy Manual
  10. MCO P10110.14 Food Service SOP
  11. MCO P7100.8 Field Budget Guidance Manual
  12. MCO P7300.8 Marine Corps Financial Accounting Manual
  13. MCRP 4-11.8A Food Service Reference Publication
- 

**3381-ADMN-1007:** Implement a Mobilization Feeding Plan

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Service Specialist, Food Technician, Subsistence Chief, Subsistence Supply Clerk

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a requirement to develop a mobilization feeding plan, projected troop strength, and the references.

**STANDARD:** To ensure all personnel are fed during mobilization.

**PERFORMANCE STEPS:**

1. Determine number of personnel to be fed.
2. Identify contingency mess halls or field messes which could be utilized.
3. Determine ration type and mix of rations required.
4. Identify personnel required to operate mess halls.
5. Ensure civilian food service contract contains a provision for extended feeding in case of mobilization.

**REFERENCES:**

1. FM 10-23 Army Field Food Service
2. FM 10-60 Supply Subsistence of Theater Operations
3. FMFLantO P10110-2C SOP for food service / Subsistence Support within the FMF
4. MCO P10110.14 Food Service SOP
5. MCO P10110.17C MC Nutrition and Menu Planning Manual
6. MCO P7100.8 Field Budget Guidance Manual
7. MCRP 4-11.3F Convoy Operations Handbook
8. MCRP 4-11.8A Food Service Reference Publication

---

**3381-ADMN-1008:** Maintain Cash Handling Procedures

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Cash Collection Agent, Cash Collection Custodian, Field Mess Manager, Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given specific directives, cash box, safe, cash meal payment sheets, currency, customers, and references.

**STANDARD:** To ensure safeguarding of U.S. Government funds from Point of Sales (POS) to point of turn-in of funds.

**PERFORMANCE STEPS:**

1. Maintain appointing order from Commanding Officer.
2. Receive Cash Meal Payment Sheets.
3. Issue Cash Meal Payment Sheets to cashier.
4. Provide guidance to cashier on proper procedures for collection of funds.
5. Collect all funds and cash meal payment sheets.
6. Verify that the amount of cash equals the entries on the Cash Meal Payment
7. Distribute funds and the Cash Meal Payment Sheets to appropriate agencies.

**REFERENCES:**

1. DOD Financial Management Regulation (DoD FMR) 7000.14 Vol 2 Budget Formulation and Presentation
  2. MCO P10110.14 Food Service SOP
- 

**3381-ADMN-1009:** Inspect Food Service Personnel

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Chief Cook, Food Service Specialist, Mess Hall Manager, Property Chief, Subsistence Chief

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given food service personnel and the references.

**STANDARD:** To ensure health and hygiene requirements are met per the references.

**PERFORMANCE STEPS:**

1. Form Marines for inspection.
2. Inspect each Marine for characteristics needed to maintain sanitation standards.
3. Ensure each Marine's training record and food handler cards are current.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
  2. NAVMED P-5010 Navy Sanitation
- 

**3381-ADMN-1010:** Coordinate Veterinarian Support

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Technician, Mess Hall Manager, Subsistence Chief, Subsistence Supply Clerk

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service environment, given points of contact, and the references.

**STANDARD:** To ensure timely coordination of veterinarian support.

**PERFORMANCE STEPS:**

1. Notify Veterinarian of damaged or deteriorated items.
2. Verify vets have inspected and taken samples of damaged or deteriorated

- items.
3. Await the outcome of results.
  4. Issue or dispose of items according to veterinarian guidance.
  5. Obtain proper documentation.

**REFERENCES:**

1. MCO 10110.21F Subsistence Inspection
2. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
3. MCO P10110.31G Veterinary/Medical Food Inspection and Laboratory Service
4. MCO P5100.8F MC Occupational Safety and Health Program
5. NAVMED P-5010 Navy Sanitation
6. NAVMED P-5010.9 Ground Sanitation

---

**3381-ADMN-1011:** Prepare Maintenance Management Forms and Records

**EVALUATION-CODED:** NO **SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Field Mess Manager, Food Service Specialist, MIMMS Clerk

**GRADES:** PFC, LCPL, CPL, SGT, SSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a NAVMC form 10245, NAVMC form 10925, NAVMC form 696D, NAVMC form 10284, NAVMC form 10772, SF 368, and the references.

**STANDARD:** To ensure maintenance management forms and records will be completed with limited error.

**PERFORMANCE STEPS:**

1. Complete equipment repair order (NAVMC form 10245).
2. Complete the ERO/shopping transaction list (NAVMC form 10925).
3. Record data in the food service equipment folder.
4. Complete the quality deficiency report (SF 368) if required.
5. Complete a copy of recommended changes to publications/logistics maintenance data coding (NAVMC form 10772) if required.

**REFERENCES:**

1. TM 4700 15H Ground Equip Record Procedures
2. UM 4790-5 Users Manual MIMMS
3. UM-4400-15 Marine Corps Users Manual

---

**3381-CTQA-1101:** Monitor Quality Control Program for Food Service Operation

**EVALUATION-CODED:** NO **SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** Chief Cook, Food Technician, QAE

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given master menus, Armed Forces Recipe Service Index, local/manufacture's recipes, and references.

**STANDARD:** To ensure that food preparation meets specified standards in the food preparation plan.

**PERFORMANCE STEPS:**

1. Assign quality assurance personnel.
2. Review master menu.
3. Review Statement of Work to determine requirements of contractor.
4. Perform Quality Assurance inspections according to random evaluation schedules.
5. Perform Quality Assurance inspections according to planning evaluation schedules.
6. Inspect the quality of food preparation.
7. Report written findings.
8. Conduct Technical Inspection.

**REFERENCES:**

1. MCFMIS SOP
  2. MCO P10110.17C MC Nutrition and Menu Planning Manual
  3. MCO P10110.25C B Ration Book
  4. MCO P10110.34E MC Food Service and Subsistence Program
  5. MCO P10110.35C Menu Standards
  6. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
  7. MCRP 4-11.8A Food Service Reference Publication
  8. NAVMED P-5010 Navy Sanitation
  9. NAVMED P-5010.9 Ground Sanitation
- 

**3381-CTQA-1102:** Conduct Inspection of Food Service Facilities

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Chief Cook, Food Service Operations Chief, Food Technician, Mess Hall Manager, QAE, Subsistence Chief

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given publications, an evaluation checklist, and references.

**STANDARD:** To ensure proper food preparation and correct use of the food service personnel, facilities, and equipment.

**PERFORMANCE STEPS:**

1. Assign personnel to conduct the evaluation.
2. Review and analyze the evaluation results.
3. Brief commander on problem areas with recommendations for corrective action.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
  2. MCO P10110.34E MC Food Service and Subsistence Program
  3. NAVMED P-5010 Navy Sanitation
  4. NAVSUP P-421 Navy Food Service SOP
- 

**3381-EQMT-1201:** Maintain Equipment Records

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Field Mess Manager, Food Service Specialist, Property Chief, Property Supply Clerk

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, equipment data, references, tile cabinets, folders, and filing material.

**STANDARD:** To ensure scheduled preventive maintenance and replacement is accomplished per the references.

**PERFORMANCE STEPS:**

1. Retrieve copies of operators/safety manuals when equipment is received.
2. Establish either computer/manually generated equipment records noting National Stock Number (NSN), nomenclature, serial number, part number, electrical specs, water drain specs, and data installed.
3. Note date and time of any maintenance performed on item.

**REFERENCES:**

1. FSC C7300-IL Group 73 Federal Supply Catalog Identification List
  2. MCO P10110.14 Food Service SOP
  3. MCO P4400.150E Marine Corps Consumer Level Policy Manual
  4. UM 4790-5 Users Manual MIMMS
- 

**3381-EQMT-1202:** Repair insulated food and beverage transporters

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Technician

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given an insulated food and beverage transporter and the references.

**STANDARD:** To ensure food and beverages are not lost during transport.



**PERFORMANCE STEPS:**

1. Identify the missing or broken component.
2. Requisition missing or broken part through supply system.
3. Repair or replace broken parts.
4. Update equipment record jacket.

**REFERENCES:**

1. TM 10756A-12 3 Gallon Beverage Transporter Parts List & Instructions
  2. TM 10757A-12 Food Transporter Parts List & Instructions
  3. TM 4700 15H Ground Equip Record Procedures
  4. UM-9790-5 MIMMS Users Manual
- 

**3381-EQMT-1203:** Load TRHS in QuadCon for embark

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Technician

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a TRHS, a QuadCon, personnel, and the references.

**STANDARD:** Ensuring TRHS is properly packed in the QuadCon, avoiding any damage to the TRHS.

**PERFORMANCE STEPS:**

1. Review the referenced publications.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Install equipment.
5. Verify proper installation.

**REFERENCES:**

1. TM 09211A-14 Tray Ration Heating System TM
- 

**3381-EQMT-1204:** Perform initial checkout and adjustment of the TRHS

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Technician

**GRADES:** LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a TRHS, fuel, personnel, and the references.

**STANDARD:** In accordance with the reference.

**PERFORMANCE STEPS:**

1. Perform initial checkout.
2. Verify proper shutdown.
3. Review safety procedures.
4. Review the referenced publications.
5. Gather personnel and equipment.

**REFERENCES:**

1. TM 09211A-14 Tray Ration Heating System TM

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Tray Ration Heating System

**MATERIAL:** HP-8 Fuel

---

**3381-EQMT-1205:** Operate a TRHS in a vehicle

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Technician

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a Tray Ration Heating System in a vehicle, personnel, and the references.

**STANDARD:** To ensure foods are prepared in a field environment and safety standards are followed in accordance with the reference.

**PERFORMANCE STEPS:**

1. Review the referenced publication.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Operate equipment.
5. Verify proper shutdown.

**REFERENCES:**

1. TM 09211A-14 Tray Ration Heating System TM

**SUPPORT REQUIREMENTS:**

**MATERIAL:** JP-8 Fuel UGRH&S Rations

---

**3381-EQMT-1206:** Embark field food service equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Technician

**GRADES:** LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a tray ration heating system, a vehicle, personnel, and the reference.

**STANDARD:** Properly and safely, according to the reference.

**PERFORMANCE STEPS:**

1. Review the referenced publication.
2. Gather personnel and equipment
3. Review safety procedures.
4. Embark equipment.
5. Verify proper embarkation.

**REFERENCES:**

1. TM 09211A-14 Tray Ration Heating System TM
- 

**3381-EQMT-1207:** Debark field food service equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Technician

**GRADES:** LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** Given a TRHS on a vehicle, personnel, and the reference.

**STANDARD:** Ensuring proper safety procedures are followed, according to the reference.

**PERFORMANCE STEPS:**

1. Review referenced publication.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Remove equipment.
5. Verify proper storage.

**REFERENCES:**

1. TM 09211A-14 Tray Ration Heating System TM
- 

**3381-EQMT-1208:** Trouble shoots field food service equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Check for proper operation of the burner by using the trouble shooting steps outlined in the TM.

**BILLETS:** Food Technician

**GRADES:** LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** A problem has been identified by observation. The issue appears to be with the burner. Trouble-shooting is required to identify problems.

**STANDARD:** Ensuring the functional condition of the burner is identified. If repairs required are beyond operator level, burner is evacuated to the intermediate level for repairs.

**PERFORMANCE STEPS:**

1. Review the referenced publication.
2. Gather personnel and equipment.
3. Review safety procedures.
4. Perform trouble shooting test sequence.
5. Evacuate equipment if repairs are beyond operator level maintenance.
6. Update equipment record jacket, and MIMMS paperwork.
7. Verify proper storage.

**REFERENCES:**

1. TM 09211A-14 Tray Ration Heating System TM
2. UM 4790-5 Users Manual MIMMS

**SUPPORT REQUIREMENTS:**

**MATERIAL:** JP-8 Fuel

**UNITS/PERSONNEL:** Maintenance should be performed by a 33XX who has been classroom trained on maintaining the TRHS.

---

**3381-EXPD-1301:** Develop Emergency/Catastrophe Feeding Plan

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given publications, shelter sites, availability of food equipment, fuel, food supplies, and references.

**STANDARD:** To ensure implementation of emergency plan within applicable time constraints.

**PERFORMANCE STEPS:**

1. Determine local feeding requirements.
2. Evaluate feeding capabilities.
3. Prepare the feeding plan.

4. Staff the plan to local operations department.

**REFERENCES:**

1. DOD 1338.10M DOD Food Service Manual
  2. DSCP-HB 4155.2 Inspection of Operational Rations
  3. JP 3-07.5 Joint Tactics, Techniques, and Procedures for Noncombatant Evacuation Operations
  4. MCO P10110.17C MC Nutrition and Menu Planning Manual
  5. MCO P10110.25C B Ration Book
  6. MCO P10110.34E MC Food Service and Subsistence Program
  7. MCO P10110.35C Menu Standards
  8. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
  9. MCRP 4-11.1D Field Hygiene and Sanitation
  10. MCRP 4-11.8A Food Service Reference Publication
  11. NAVSUP-486 Food Service Management General Messes
- 

**3381-EXPD-1302:** Identify location for deployment of Field Food Service System

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Field Mess Manager, Food Service Specialist, Food Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a Field Food Service System and the references.

**STANDARD:** To ensure proper placement of Field Food Service System.

**PERFORMANCE STEPS:**

1. Review technical publications.
2. Conduct site survey.
3. Determine logistical support.
4. Transport FFSS.
5. Deploy FFSS.

**REFERENCES:**

1. MCRP 4-11.1D Field Hygiene and Sanitation
2. MCRP 4-11.8A Food Service Reference Publication
3. NAVMED P-5010.9 Ground Sanitation
4. TM 10879A-12 Field Food Service System Technical Manual (Commercial)
5. ULSS 001302-15 Field Food Service System (FFSS) User Logistics Support Summary

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Transportation Equipment, Container Handling Equipment, Electric Power Equipment, and Water Delivery Equipment.

NAVMC DIR 3500.91  
3 Oct 06

<b><u>MATERIAL:</u></b> Electric Power Equipment	B1021	Generator Set,
60KW		
	60HZ, Skid-MTD	
100KW	B1045	Generator Set,
Skid-MTD		60HZ,
Water	Water Delivery Equipment	
Gal	B0571	Drum, Fabric,
		500
	B2086	
(SIXCON)	Storage Tank,	
	Module Water	B2130
	Tank, Fabric,	
	Collapsible Water,	
		3000 Gal
	D0880	Trailer,
Tank Water	M149A2	
	400 Gal	

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** The following MOS qualified personnel are required to assist the Food Service Personnel in transporting and the start-up and tear-down of the FFSS: Electrician (MOS 1141); Electrical Repair Specialist (MOS 1142); Hygiene Equipment Operator (MOS 1171); Engineer Equipment Operator (MOS 1345); and Motor Vehicle Operator (MOS 3531).

---

**3381-EXPD-1303:** Disassemble General Purpose Medium Tent (GP)

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a GP tent, instructions, tools, personnel, and references.

**STANDARD:** To ensure personnel can safely disassemble the GP tent.

**PERFORMANCE STEPS:**

1. Review the referenced publications.
2. Identify a suitable location.
3. Gather Personnel and equipment.
4. Review safety procedures.
5. Repackage for embark/storage.
6. Take down GP tent.
7. Verify proper storage.

**REFERENCES:**

1. SL 3-01362B Tent GP Old Type SL-3
2. TM 10-8340-240-12 Tent GP Modular New Type TM

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** SL-3 Complete GP Tent, 3ea 3# sledge hammers

---

**3381-EXPD-1304:** Determine Exercise Feed Plan

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Service Specialist, Subsistence Chief

**GRADES:** SSGT, GYSGT, 1STSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a projected mission or exercise, the location where the exercise is to be conducted, the type of training to be conducted, mobility status (peacetime or wartime), number of personnel involved, the length of the exercise, and the references.

**STANDARD:** To ensure adequate subsistence and equipment is available to accommodate all personnel from the inception to the conclusion of the exercise per the references.

**PERFORMANCE STEPS:**

1. Determine logistical requirements
2. Draft Letter of Instruction (LOI) for approval of the cognizant official

**REFERENCES:**

1. FM 10-23 Army Field Food Service
  2. FM 10-60 Supply Subsistence of Theater Operations
  3. MCO P10110.14 Food Service SOP
  4. MCO P10110.17C MC Nutrition and Menu Planning Manual
  5. MCO P7100.8 Field Budget Guidance Manual
  6. MCRP 4-11.3F Convoy Operations Handbook
  7. MCRP 4-11.8A Food Service Reference Publication
- 

**3381-EXPD-1305:** Operate the M-59 Field range outfit.

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** Chief Cook, Food Service Specialist

**GRADES:** PVT, PFC, ICPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a M1959 field range, and the references.

**STANDARD:** To ensure that personnel are fed utilizing M-1959 Field Range.

**PERFORMANCE STEPS:**

1. Inspect to ensure outfit is SL-3 completed.
2. Perform pre-operational checks and services on M-2 burner.
3. Verify the serviceability of the cabinet.
4. Prepare food items.
5. Perform after operation checks and services.

**REFERENCES:**

1. MCRP 4-11.8A Food Service Reference Publication
2. NAVMED P-5010 Navy Sanitation
3. NAVMED P-5010.9 Ground Sanitation
4. TM 10-7360-204-13 Field Range (M-2) TM

**SUPPORT REQUIREMENTS:**

**EQUIPMENT:** Mk27 for transportation.

---

**3381-EXPD-1306:** Provide Host Nation Support Agreement Requirements

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Technician

**GRADES:** GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a requirement for a service support agreement, number of personnel, period to be covered, and references.

**STANDARD:** To ensure specific requirements are prepared per the references.

**PERFORMANCE STEPS:**

1. Identify requirement.
2. Identify the location where agreement will be required.
3. Identify the number of personnel and types of support required.
4. Identify personnel who will provide to the host support requested.
5. Identify methods of reimbursement for support.
6. Provide above information to the authority preparing the agreement.

**REFERENCES:**

1. MCO P4200.15 Marine Corps Purchasing Procedures Manual
  2. OPNAV 4000.84 Defense Regional Interservice Support Program
-



**3381-EXPD-1307:** Dismantle a camp base feeding site

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Chief Cook, Field Mess Manager, Food Service Operations Chief, Food Service Specialist, Food Technician

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a field environment, given all necessary equipment, food service personnel, and the references.

**STANDARD:** To ensure all operations are performed properly per the references.

**PERFORMANCE STEPS:**

1. Select a site.
2. Obtain environmental impact statement.
3. Verify area is clear of debris and unwanted foliage.
4. Establish placements and set up facilities and equipment.
5. Verify environmental procedures are followed at all times.
6. Verify tents, facilities, and equipment are dismantled.
7. Inspect the area.

**REFERENCES:**

1. ATM's Applicable TM's
  2. FM 10-23 Army Field Food Service
  3. MCO P5090.2A Environmental Protection Manual
  4. MCRP 4-11.8A Food Service Reference Publication
  5. MCWP 4-1 Logistics Operations
  6. NAVMED P-5010 Navy Sanitation
  7. NAVMED P-5010.9 Ground Sanitation
- 

**3381-EXPD-1308:** Select site for feeding and ration distribution

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Participate in the selection of a location to site the field mess or rations dump that facilitates movement, safe storage, and security.

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Technician

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a field food service environment, given a requirement to establish a field mess and rations distribution point and the references.

**STANDARD:** To ensure the proper selection of a location to site the field mess or rations dump. Ensure a good natural cover: Shields troops from the

enemy and protects them from sun, heat, and cold winds. Good access roads: Lets supply trucks move freely. High and dry level ground: Sandy loam or graveled soil. Lets excess water seep away, ensures good drainage, and helps soakage pits and trenches work well. Enough space: Eliminates crowding of the troops and facilitates spreading out the equipment so that personnel can work efficiently.

**PERFORMANCE STEPS:**

1. Determine site availability.
2. Evaluate tactical situation, terrain, and mission objectives.
3. Select the site.
4. Request environment impact study.

**REFERENCES:**

1. MCFMIS SOP
  2. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
  3. MCO 4200.29 Food Service Contracting
  4. MCO P10110.17C MC Nutrition and Menu Planning Manual
  5. MCO P10110.34E MC Food Service and Subsistence Program
  6. MCO P10110.35C Menu Standards
  7. MCO P5090.2A Environmental Protection Manual
  8. MCRP 4-11.8A Food Service Reference Publication
  9. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1401:** Prepare Eggs to Order

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** Ensuring eggs are palatable, pleasing to the senses and are prepared according to the quantities and ingredients specified in the recipe.

**PERFORMANCE STEPS:**

1. Prepare boiled eggs.
2. Prepare fried eggs.
3. Prepare scrambled eggs.
4. Prepare a variety of omelets.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
-

**3381-FDPR-1402:** Prepare Pies

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** Ensuring pies are palatable, pleasing to the senses and are prepared according to the quantities and ingredients specified in the recipe.

**PERFORMANCE STEPS:**

1. Mix pie dough.
2. Prepare pie fillings.
3. Pour filling into pie shells.
4. Bake pies.
5. Make topping where appropriate.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1403:** Prepare Meat/Poultry/Seafood

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure meat, poultry, and seafood are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Braised stewed meats, poultry, and seafood.
2. Broil meats, poultry, and seafood.
3. Fry and sauté meat, poultry, and seafood.
4. Roast and bake meat, poultry, and seafood.
5. Grill meat, poultry, and seafood.
6. Simmer meat, poultry, and seafood.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Sanitation

---

**3381-FDPR-1404:** Decorate Cakes

**EVALUATION-CODED:** YES

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure proper procedures for cake decorating are performed.

**PERFORMANCE STEPS:**

1. Assemble equipment decorating tips etc.
2. Assemble ingredients.
3. Make appropriate decorations.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
2. MCO P10110.14 Food Service SOP
3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
4. NAVMED P-5010 Navy Sanitation

---

**3381-FDPR-1405:** Prepare Salads

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure salads are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Cook ingredients for cooked salads.
2. Prepare gelatin for gelatin salads.

3. Process vegetables.
4. Process fruits.
5. Process other ingredients used in salads.
6. Add salad dressings as appropriate.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1406:** Prepare Rolls

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure rolls are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Measure ingredients.
2. Assemble ingredients.
3. Prepare products by batch according to production schedule.

**REFERENCES:**

1. FM 10-22 Baking Operations Part 1 and 2
  2. MCO 10110.42C Armed Forces Recipe Service Cards
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1407:** Prepare Gravies and Sauces

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, utensils, recipes, ingredients, and references.

**STANDARD:** To ensure gravies and sauces are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Make a roux for gravy or sauce.
2. Add stock to roux for gravy or sauce.
3. Simmer until proper consistency is obtained.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1408:** Prepare Hot Cereals

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure hot cereals are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Prepare grits.
2. Prepare oatmeal.
3. Prepare farina.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1409:** Prepare Casseroles

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, utensils, ingredients, and references.

**STANDARD:** To ensure various casseroles are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Assemble ingredients.
2. Follow recipes.
3. Prepare the product.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1410:** Prepare Danish/Sweet Dough

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure danishes and sweet rolls are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Assemble ingredients.
2. Measure ingredients.
3. Prepare products by batch according to production schedule.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1411:** Set-up Serving Line

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, pans, trays, serving utensils, menu items, and the references.

**STANDARD:** To ensure serving will flow rapidly and remain congestion free.

**PERFORMANCE STEPS:**

1. Cover all items unless they are being served.
2. Place menu items on serving line according to serving sequence.
3. Garnish serving line appropriately.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1412:** Prepare Box Lunches/In-Flight Meals

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given menu, subsistence supplies, cook's worksheet, food equipment, utensils, wrapping materials, and references.

**STANDARD:** To ensure box lunches/in-flight meals are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Assemble meals.
2. Select ingredients.
3. Pack and annotate correct dates and times.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. NAVMED P-5010 Navy Sanitation
  3. NAVSUP P-421 Navy Food Service SOP
- 

**3381-FDPR-1413:** Prepare Daily Menu Requirements/PREP

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Chief Cook, Food Service Specialist, Subsistence Supply Clerk

**GRADES:** PVT, PFC, LCPL, CPL, SGT



**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given food service equipment, MCFMIS program, PROGUIDE, personnel to be fed, acceptability data, recipes, and references.

**STANDARD:** To ensure adequate preparation of food items.

**PERFORMANCE STEPS:**

1. Review PROGUIDE to be served.
2. Utilize the Armed Forces Recipe Service/MENQUA/REQUA to obtain requirements for PREPREP.
3. Prepare 72/48/24 hour PREPREP.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1414:** Prepare Beverages

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure various beverages are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Prepare cold beverages.
2. Prepare hot beverages.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1415:** Prepare Bread Dressing

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure bread dressings are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Saute vegetables for dressing.
2. Add bread to vegetables.
3. Add stock to mixture.
4. Mix ingredients.
5. Bake dressing.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1416:** Prepare Frostings

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, utensils, ingredients, a recipe, and references.

**STANDARD:** To ensure frostings are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Frost the product.
2. Mix ingredients.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1417:** Prepare Vegetables

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure vegetables are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Deep-fat fry vegetables.
2. Fry vegetables.
3. Grill vegetables.
4. Bake vegetables.
5. Steam vegetables.
6. Simmer vegetables.
7. Saute vegetables.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1418:** Prepare Sandwiches

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure sandwiches are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Prepare hot sandwiches.
2. Prepare cold sandwiches.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
-

**3381-FDPR-1419:** Prepare Pudding/Custard Desserts

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, utensils, ingredients, recipes, and references.

**STANDARD:** To ensure pudding/custard desserts are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Follow manufacture's instructions.
2. Assemble ingredients.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1420:** Prepare Quick Breads

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure quick breads are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Assemble ingredients.
2. Measure ingredients.
3. Combine ingredients according to recipes.
4. Prepare product by batch according to production schedule.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
-

**3381-FDPR-1421:** Prepare Garnish

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, subsistence items, and references.

**STANDARD:** To ensure garnished dish compliments the entree.

**PERFORMANCE STEPS:**

1. Select appropriate materials.
2. Select appropriate equipment.
3. Garnish the entree.

**REFERENCES:**

1. MCI Course 334 Food Service Fundamentals
  2. MCO 10110.42C Armed Forces Recipe Service Cards
  3. MCO P10110.14 Food Service SOP
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1422:** Bake cakes

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Chief Cook, Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given utensils, equipment, recipes, ingredients, and references.

**STANDARD:** To ensure cakes are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Preheat oven.
2. Process ingredients.
3. Prepare pans.
4. Bake cakes.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  3. NAVMED P-5010 Navy Sanitation
  4. NAVMED P-5010.9 Ground Sanitation
-

**3381-FDPR-1423:** Prepare Cookies

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure cookies are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Preheat oven to the proper temperature.
2. Assemble and process ingredients.
3. Prepare pans.
4. Bake cookies.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1424:** Supervise the Serving of Food

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Chief Cook, Food Service Specialist, Mess Hall Manager

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given food service equipment, personnel, food items, a serving line, and the references.

**STANDARD:** To ensure that all patrons are provided the proper portion size.

**PERFORMANCE STEPS:**

1. Ensure the meal is prepared and served Per RECQUA/Product Sheet.
2. Ensure the serving line is set up properly.
3. Ensure the serving line is garnished appropriately.
4. Brief serving personnel on serving techniques.
5. Ensure serving line is replenished to allow for smooth flow of patrons.

**REFERENCES:**

1. MCFMIS SOP
2. MCO 10110.42C Armed Forces Recipe Service Cards

3. MCO P10110.14 Food Service SOP
  4. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  5. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1425:** Prepare Soups

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given equipment, ingredients, cooking utensils, recipes, and references.

**STANDARD:** To ensure soups are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Prepare light soups.
2. Assemble ingredients.
3. Prepare heavy soups.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-FDPR-1426:** Prepare Starches

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given the proper equipment, utensils, recipes, ingredients, and references.

**STANDARD:** To ensure various starch food products are properly prepared in accordance with recipe cards and the references.

**PERFORMANCE STEPS:**

1. Prepare Steamed Rice.
2. Prepare Mashed Potatoes.
3. Prepare Pastas.

**REFERENCES:**

1. MCO 10110.42C Armed Forces Recipe Service Cards
  2. MCO P10110.14 Food Service SOP
  3. MCO P10110.43 Armed Forces Recipe Service Index of Recipes
  4. NAVMED P-5010 Navy Sanitation
- 

**3381-SUBS-1601:** Maintain Requisitions Files

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist, MCFMIS Operator, Mess Hall Manager, Subsistence Chief, Subsistence Supply Clerk

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given a computer, MCFMIS program, requisitions, directives, filing cabinets, filing materials, and the references.

**STANDARD:** To ensure that filing will be accurate, complete, and current per the established directives.

**PERFORMANCE STEPS:**

1. Compile all 1348; subsistence requisitions; ORDSUM into: Pending, due-in, and cancellation files.
2. Record all 1348; subsistence requisitions; ORDSUM into: Pending, due-in, and cancellation files.
3. Update and close out files as necessary.
4. Maintain files as required.

**REFERENCES:**

1. MCFMIS SOP
  2. MCO P4400.150E Marine Corps Consumer Level Policy Manual
- 

**3381-SUBS-1602:** Coordinate Issue of Subsistence Supplies

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** MCFMIS Operator, Mess Hall Manager, Stores Clerk, Subsistence Chief, Subsistence Supply Clerk

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given food service requirements, supplies, delivery schedules, personnel, and references.

**STANDARD:** To ensure proper issuance of subsistence.



**PERFORMANCE STEPS:**

1. Conduct inventory.
2. Identify menu ingredients on the PICKLIST.
3. Issue items to Chief Cook.
4. Correct discrepancies per references.

**REFERENCES:**

1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. MCO P10110.34E MC Food Service and Subsistence Program

---

**3381-SUBS-1603:** Maintain Purchase and Delivery Files

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** MCFMIS Operator, Mess Hall Manager, Subsistence Chief

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given purchase orders/ORDGUIDE and delivery invoices, filing cabinets, filing materials, and references.

**STANDARD:** To ensure that filing will be accurate, complete, and current per established directives.

**PERFORMANCE STEPS:**

1. Compile/record all Blanket Purchase/Contract orders into a pending file.
2. Compile/record all delivery transactions into a completed file.
3. Update and close out files, as necessary.
4. Maintain files as required.

**REFERENCES:**

1. MCFMIS SOP
2. MCO P4200.15 Marine Corps Purchasing Procedures Manual

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** MCFMIS - Marine Corps Food Management Information System (computer program). ORDGUIDE - "Ordering Guide," a MCFMIS computer program option.

---

**3381-SUBS-1604:** Adjust Recipes/REQUAs

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** MCFMIS Operator, Mess Hall Manager, Subsistence Chief

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given office equipment, MCFMIS program, calculator, recipes, number of portions to prepare, and references.

**STANDARD:** To ensure that sufficient quantities of food is prepared.

**PERFORMANCE STEPS:**

1. Use Armed Forces Recipe Service.
2. Determine number of portions to prepare.
3. Using MENQUA ensures recipes match portions on production guide.
4. Determine number of batches to prepare.
5. Input numbers into computer or use the proper conversion to increase or decrease.

**REFERENCES:**

1. MCFMIS SOP
2. MCO 10110.42C Armed Forces Recipe Service Cards
3. MCO P10110.25C B Ration Book
4. MCO P10110.43 Armed Forces Recipe Service Index of Recipes

**MISCELLANEOUS:**

**ADMINISTRATIVE INSTRUCTIONS:** Marine Corps Food Management Information System (computer program). MCFMIS program options: RECQUA - "Recipe Quantification Report," MENQUA - "Menu Quantification Report."

---

**3381-SUBS-1605:** Determine Substitutions for Subsistence Items

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Chief Cook, Mess Hall Manager, Subsistence Chief

**GRADES:** SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given office equipment/computer, information pertaining to non-availability of specific items, references, proper authority, and current inventory.

**STANDARD:** To ensure identification of comparable items or items in excess of authorized inventory levels per the references.

**PERFORMANCE STEPS:**

1. Ensure use of substitute item will not impact future feed plan requirements.
2. Ascertain next possible delivery of non-available item.
3. Request formal menu change from higher authority.
4. Obtain authorization from higher authority.
5. Keep documentation for three months.
6. Review master menu and current available inventories for excesses or items

which may be used as substitutes.

**REFERENCES:**

1. FSC C8900-SL Federal Supply Catalog Stock List
2. MCO 10110.42C Armed Forces Recipe Service Cards

---

**3381-SUBS-1606:** Prepare Subsistence Issue Receipt/PICKLIST

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Chief Cook, MCFMIS Operator, Mess Hall Manager, Subsistence Supply Clerk

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given a computer, MCFMIS program, subsistence requirements, appropriate forms, stock list, price list, menu, calculators, subsistence inventory, and the references.

**STANDARD:** To ensure certification of the total cost issued/received for the day.

**PERFORMANCE STEPS:**

1. Record all issue/receipt quantities onto 1348/subsistence requisition forms/ISSUEMAN.
2. Record date and organization of issue/receipt transactions/ ISSUEMAN.

**REFERENCES:**

1. MCFMIS SOP

---

**3381-SUBS-1607:** Prepare Subsistence Inventory Adjustment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** MCFMIS Operator, Mess Hall Manager, Subsistence Chief, Subsistence Supply Clerk

**GRADES:** SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given office equipment, MCFMIS program, inventory, and references.

**STANDARD:** Ensure accuracy per directives and references.

**PERFORMANCE STEPS:**

1. Prepare/complete the physical end of accounting period subsistence inventory/PHYSRPT.

2. Record letter of adjustment on document number column of NAVMC 708 card/FASTINV.
3. Record the words "Inventory Adjustment" in type of transaction column.
4. Adjust accountable balance column to reflect the adjustment.
5. Prepare a Commanding Officer Letter of Adjustment for any discrepancies in accountable balance.

**REFERENCES:**

1. MCFMIS SOP
  2. MCO P10110.14 Food Service SOP
  3. UM-4400-15 Marine Corps Users Manual
- 

**3381-SUBS-1608:** Manage Purchase Orders

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Field Mess Manager, MCFMIS Operator, Subsistence Chief, Subsistence Supply Clerk

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given office equipment/computer, purchase order forms, references, MCFMIS program, ORDGUIDE, and requirements.

**STANDARD:** To ensure purchase orders are prepared accurately per the references.

**PERFORMANCE STEPS:**

1. Compile subsistence items needed to support the master menu.
2. Adjust the quantity of subsistence items to coincide with the number of
3. Record quantities on 1348/purchase order forms/ORDGUIDE.
4. Review the status of purchase orders.

**REFERENCES:**

1. FSC C8900-PL Federal Supply Catalog, Group 89 Subsistence
  2. MCFMIS SOP
- 

**3381-SUBS-1609:** Dispose of Damaged/Deteriorating Supplies

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 6 months

**BILLETS:** MCFMIS Operator, Mess Hall Manager, Subsistence Chief, Subsistence Supply Clerk

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a subsistence storage area, given damaged or deteriorated supplies, and the references.

**STANDARD:** To ensure proper disposal of deteriorated items per the references.

**PERFORMANCE STEPS:**

1. Receive message on damaged or deteriorated items.
2. Place on hold and report to appropriate authorities.
3. Verify vets have inspected and taken samples as appropriate.
4. Await outcome of lab results.
5. Issue or dispose of item(s) according to veterinarian guidance.
6. Obtain proper veterinarian documents.

**REFERENCES:**

1. DSCP-HB 4155.2 Inspection of Operational Rations
  2. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
  3. MCO P10110.14 Food Service SOP
  4. NAVMED P-5010 Navy Sanitation
  5. NAVMED P-5010.9 Ground Sanitation
-

6004. 2000 LEVEL INDIVIDUAL EVENTS

3381-ADMN-2001: Maintain Consolidated Memorandum Receipts (CMR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 9 months

BILLETS: Field Mess Manager, Food Service Operations Chief, Food Technician, Mess Hall Manager, Property Chief, Property Supply Clerk

GRADES: CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a food service facility, given a list of garrison/Table of Equipment (T/E) food service property, and the references.

STANDARD: To ensure accountability of garrison and field food service equipment.

PERFORMANCE STEPS:

1. Conduct inventory of equipment.
2. Reconcile inventory with current CMR.
3. Annotate corrections on the CMR.
4. Sign and submit the CMR to the Supply officer.
5. Retain a copy of current CMR.

REFERENCES:

1. MCO 4400.150 Consumer Level Supply Policy Manual
  2. MCO P10110.14 Food Service SOP
  3. MCO P10150.1 Garrison Property [CMR] Policy Manual
  4. MCO P4400.150E Marine Corps Consumer Level Policy Manual
  5. UM 4400-124 FMF SASSY Using Unit Procedures
- 

3381-ADMN-2002: Manage Publication Control Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Provide a publications library to research information required to support maintenance actions.

BILLETS: Field Mess Manager, Food Service Officer, Food Service Specialist, Food Technician, Mess Hall Manager

GRADES: PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: In a Food Service environment, given a unit T/O and T/E, unit mission requirements, access to PLMS, and references.

STANDARD: Ensure the library is capable of rapid deployment of directives as required by unit missions.

**PERFORMANCE STEPS:**

1. Review Unit T/E.
2. Identify required publications by reviewing SL-1-2/SL-1-3.
3. Review publications library to assure that all publications and changes are needed and required.
4. Request and validate publications that are required.
5. Implement changes and organize library per the references.

**REFERENCES:**

1. UM 4790-5 Users Manual MIMMS
- 

**3381-ADMN-2003:** Conduct Watch Briefings for Food Service Activities

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Chief Cook

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given references, forms, office equipment, and materials.

**STANDARD:** To ensure personnel are informed of meal preparation requirements.

**PERFORMANCE STEPS:**

1. Prebrief individuals on all aspects of meal.
2. Debrief the watch on all aspects of meal and provide corrective action.
3. Identify discrepancies.
4. Correct discrepancies

**REFERENCES:**

1. SECNAVINST 5216.5 Naval Correspondence Manual
- 

**3381-ADMN-2004:** Maintain Man-Day Fed Report

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Mess Hall Manager, Subsistence Chief

**GRADES:** SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given a Man-Day Fed Report, meal signature and cash meal payment sheets, pen, calculator or MCFMIS program, computer, and the references.

**STANDARD:** To ensure accuracy, on a daily, monthly, and quarterly basis.

**PERFORMANCE STEPS:**

1. Record from the meal signature record/Point of Sales (POS), or cash meal payment sheet as applicable, the meals and type of personnel fed for one day.
2. Total and multiply the personnel fed per meal by the applicable BDFA.
3. Add all figures and round off to nearest whole number.
4. Compute the applicable conversion percentage used for that meal.

**REFERENCES:**

1. MCFMIS SOP
  2. MCO P10110.14 Food Service SOP
- 

**3381-ADMN-2005:** Monitor Collection of Public Funds

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Cash Collection Agent, Cash Collection Custodian, Cashier, Food Service Operations Chief, Food Service Specialist, Food Technician, Mess Hall Manager, Subsistence Chief

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given funds collected, accounting documents, a safe, personnel, and applicable directives.

**STANDARD:** To ensure funds are properly and correctly accounted for and accurate completion of accounting documents.

**PERFORMANCE STEPS:**

1. Assign personnel to collect funds.
2. Certify the totals of funds collected for turn-in.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
  2. NAVCOMPT Navy Comptroller Manual
- 

**3381-ADMN-2006:** Prepare Unsatisfactory Material/Quality Deficiency Report

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Food Service Operations Chief, MCFMIS Operator, Mess Hall Manager, Property Chief, Property Supply Clerk, Subsistence Chief

**GRADES:** CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given unsatisfactory material (subsistence) data, quality deficiency data on food service



equipment, references, and forms.

**STANDARD:** To ensure unsatisfactory material is properly accounted for and forms are properly filled out.

**PERFORMANCE STEPS:**

1. Evaluate condition of subsistence/equipment to determine status.
2. Prepare forms per references.
3. Submit documents to higher headquarters.

**REFERENCES:**

1. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
2. MCO P4200.15 Marine Corps Purchasing Procedures Manual

---

**3381-ADMN-2007:** Prepare a Subsistence Operational Analysis Report / Quarterly Subsistence Financial Report

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Technician, Subsistence Chief

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service office environment, given a computer, MCFMIS program, SOAR/QSFR forms, subsistence accounting data, related documentation, references, and a calculator.

**STANDARD:** To ensure financial documents are prepared accurately per the references.

**PERFORMANCE STEPS:**

1. Gather all appropriate data to complete the SOAR/QSFR.
2. Complete/Print SOAR/QSFR.
3. Check for accuracy.
4. Obtain appropriate signature for report.
5. Forward completed SOAR/QSFR to appropriate authority.

**REFERENCES:**

1. MCFMIS SOP
2. MCO P10110.14 Food Service SOP
3. MCRP 4-11.8A Food Service Reference Publication

---

**3381-EQMT-2201:** Monitor Inventory of Equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Field Mess Manager, Food Service Specialist, Mess Hall Manager,

Property Chief, Property Supply Clerk

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service office environment, given personnel, inventory forms, equipment, and references.

**STANDARD:** To ensure equipment is properly accounted for and that all prescribed forms are accurately completed.

**PERFORMANCE STEPS:**

1. Obtain appropriate inventory listing or documents.
2. Assign personnel.
3. Review and analyze the results for accuracy.

**REFERENCES:**

1. FSC C7300-IL Group 73 Federal Supply Catalog Identification List
  2. MCO P10110.14 Food Service SOP
  3. MCO P4400.150E Marine Corps Consumer Level Policy Manual
- 

**3381-EXPD-2301:** Implement Emergency / Catastrophe Feeding Plan

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Technician, Mess Hall Manager, Subsistence Chief

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given references, shelter sites, availability of food equipment, fuel, and food supplies.

**STANDARD:** Ensure the plan is executed per the references.

**PERFORMANCE STEPS:**

1. Maintain recall roster with names, phone numbers, etc.
2. Arrange for backup power/generators, water supply/water trailers.
3. Review hookup and operation of generators with engineers.

**REFERENCES:**

1. CDG Civil defense Guidelines
  2. LEM Local Emergency Plans
  3. MCO P5090.2A Environmental Protection Manual
  4. MCRP 4-11.8A Food Service Reference Publication
  5. OOO Regional/Local Food Service Contract
  6. OPNAV 3400.16 Navy Civil Emergency Management Program
-

**3381-EXPD-2302:** Identify subsistence requirements in support of training and deployments

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Technician, Subsistence Chief

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a location where the exercise is to be conducted, type of training, number of personnel, length of the exercise, and the references.

**STANDARD:** To ensure adequate subsistence is available to accommodate all personnel from the inception to the conclusion of the exercise.

**PERFORMANCE STEPS:**

1. Determine logistical requirements.
2. Identify the location where Marines will require the support.
3. Identify the number of personnel and type of support required.
4. Identify budgeting process and request appropriation data.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
  2. MCO P10110.34E MC Food Service and Subsistence Program
  3. MCRP 4-11.8A Food Service Reference Publication
- 

**3381-EXPD-2303:** Identify embarkation requirements for field food service operations

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Service Specialist, Food Technician

**GRADES:** CPL, SGT, SSGT, GYSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a situation involving deployment, equipment, number of personnel, length of mission, and references.

**STANDARD:** To ensure personnel and equipment are prepared for embarkation per the references.

**PERFORMANCE STEPS:**

1. Identify number of personnel to be supported.
2. Identify subsistence requirements.
3. Identify equipment requirements.

4. Provide requirements to embarkation personnel.

**REFERENCES:**

1. MCO P10110.14 Food Service SOP
  2. MCO P4790.2 MIMMS Field Procedures Manual
  3. MCRP 4-11.8A Food Service Reference Publication
  4. MCWP 4-1 Logistics Operations
- 

**3381-EXPD-2304:** Perform preventive maintenance on field food service equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service environment, provided with field food service equipment and the listed references.

**STANDARD:** To ensure field food service equipment is in a state of readiness and operational at all times.

**PERFORMANCE STEPS:**

1. Inspect equipment for damage.
2. Identify the missing or broken components.
3. Make repairs at appropriate echelon.
4. Open ERO's for required maintenance.

**REFERENCES:**

1. TM 10-7360-204-13 Field Range (M-2)TM
  2. TM 4700 15H Ground Equip Record Procedures
  3. UM 4790-5 Users Manual MIMMS
- 

**3381-EXPD-2305:** Manage equipment modification control program

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**DESCRIPTION:** Develop and manage a modifications control program based on the units T/E assigned to the field mess.

**BILLETS:** Field Mess Manager, Food Service Specialist

**GRADES:** LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a Food Service environment, given unit T/E, SL-1/2, PLMS, and unit's publications library.

**STANDARD:** To ensure equipment operates according to the modification applications.

**PERFORMANCE STEPS:**

1. Review field mess T/E to determine equipment assigned to the field mess.
2. Review SL-1-2 to determine which mods are needed per each TAM item assigned.
3. Review Publications library to ensure all applicable MI's are on hand.
4. Verify that all modifications required per each TAM item, are either completed or on order.
5. Ensure that Modifications control forms are properly completed.
6. Ensure all records are properly filed.

**REFERENCES:**

1. MCO P4790.2 MIMMS Field Procedures Manual
  2. TM 4700 15H Ground Equip Record Procedures
  3. UM 4790-5 Users Manual MIMMS
  4. UM-4400-15 Marine Corps Users Manual
- 

**3381-EXPD-2306:** Manage preventive maintenance checks and services (PMCS) for Field Food Service Equipment

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Field Mess Manager, Food Service Specialist

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a field food service environment, given automated systems, Table of Organization & Equipment (T/O&E), equipment records and the references.

**STANDARD:** Ensure preventive maintenance checks and services are accomplished.

**PERFORMANCE STEPS:**

1. Validate PMCS requirements.
2. Validate cyclic maintenance requirements.
3. Validate special maintenance requirements.
4. Validate PMCS schedule.
5. Manage documentation of PMCS program.
6. Manage Quality Control (QC) procedures for PMCS program.

**RELATED EVENTS:**

3381-ADMN-1011

**REFERENCES:**

1. TM 4700 15H Ground Equip Record Procedures
  2. UM 4400-124 FMF SASSY Using Unit Procedures
  3. UM 4790-5 Users Manual MIMMS
  4. UM-4400-15 Marine Corps Users Manual
-

**3381-EXPD-2307:** Manage safety programs

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Field Mess Manager, Food Service Operations Chief, Food Service Specialist, Food Technician, Mess Hall Manager

**GRADES:** CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a Food Service environment, given a work environment, personnel, equipment, and appropriate references.

**STANDARD:** To ensure compliance with published safety orders and directives.

**PERFORMANCE STEPS:**

1. Identify that a units particular needs (hardhats, safety boots, safety goggles, MSDS's etc.) are met.
2. Ensure references and resources/protective equipment is available.
3. Implement ORM into unit's daily routine.
4. Provide required training.
5. Insure compliance to the references.

**REFERENCES:**

1. 29 CFR 1910.1200 Occupational Safety and Health Standards, Hazard Communication
  2. MCO 3500.27B W/ERRATUM Operational Risk Management (ORM)
  3. MCO 5100.19 MC Traffic Safety Program (DRIVESAFE)
  4. MCO 5100.29A Marine Corps Safety Program
  5. MCO P5100.8F MC Occupational Safety and Health Program
  6. NAVMC 2692 Unit Safety Program Management Manual
- 

**3381-EXPD-2308:** Establish a camp based feeding site and provide food service support

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Field Mess Manager, Food Technician

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service environment, given the requirement, subordinate personnel, T/E equipment and the appropriate references.

**STANDARD:** To ensure mission requirements are met per the references.

**PERFORMANCE STEPS:**

1. Review the referenced publications.
2. Coordinate required support (utilities and transportation)
3. Conduct site survey; identify suitable location for establishing a camp

- based feeding site.
4. Brief support plan to affected commodities.
  5. Verify that support is available and understands role in mission.
  6. Establish camp based feeding site.
  7. Prepare rations.
  8. Feed rations to personnel.
  9. Breakdown site, properly embark.

**RELATED EVENTS:**

3381-EXPD-1305	FDSV-EXPD-3316	FDSV-EXPD-3319
3381-EXPD-2304	3381-EXPD-1303	FDSV-EXPD-3318
FDSV-EXPD-3313	FDSV-EXPD-3315	

**REFERENCES:**

1. MCFMIS SOP
2. MCO 10110.44 Veterinary/Medical Laboratory Food Safety and Quality Assurance Program
3. MCO 4200.29 Food Service Contracting
4. MCO P10110.14 Food Service SOP
5. MCO P10110.17C MC Nutrition and Menu Planning Manual
6. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
7. MCO P10110.35C Menu Standards
8. MCO P5090.2A Environmental Protection Manual
9. MCRP 4-11.8A Food Service Reference Publication
10. NAVMED P-5010 Navy Sanitation

---

**3381-GARR-2501:** Develop Preventive Maintenance (PM) Schedule

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**BILLETS:** Mess Hall Manager, Property Chief, Property Supply Clerk

**GRADES:** PVT, PFC, LCPL, CPL, SGT, SSGT, GYSGT

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a food service environment, given a list of equipment, preventive maintenance schedules, record forms (DD 314), and references.

**STANDARD:** To ensure preventive maintenance is conducted on equipment.

**PERFORMANCE STEPS:**

1. Set-up maintenance records.
2. Establish cycles/schedules of preventive maintenance.
3. Maintain records per references.
4. Update records as required.

**REFERENCES:**

1. DOD 1338.10M DOD Food Service Manual
  2. MCO P10110.14 Food Service SOP
  3. MCO P10150.1 Garrison Property [CMR] Policy Manual
  4. MCO P11000.7 Facilities Maintenance Management
  5. MCO P5090.2A Environmental Protection Manual
-

**3381-SUBS-2601:** Forecast Subsistence Requirements

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Mess Hall Manager, Subsistence Chief

**GRADES:** SSGT, GYSGT, MSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given office equipment, a requirement, frequency chart, data pertaining to historical requirements, information regarding anticipated requirements, and references.

**STANDARD:** Ensuring that historical requirements and data regarding anticipated subsistence requirements is reviewed.

**PERFORMANCE STEPS:**

1. Coordinate information on troop flow.
2. Estimate number of people to feed.
3. Determine for which meals you are ordering.
4. Obtain copy of Master Menu.
5. Obtain copy of Armed Forces Recipe Service Cards.
6. Take inventory of subsistence items on hand in mess hall.
7. Check list for same items on incoming requisitions.
8. Utilize subsistence requisitioning forms.
9. Put requirements on requisitioning forms.
10. Ensure requisitions get to Food Service Office.

**REFERENCES:**

1. FSC C8900-SL Federal Supply Catalog Stock List
  2. MCO P10110.17C MC Nutrition and Menu Planning Manual
  3. MCO P10110.25C B Ration Book
  4. MCO P10110.34E U.S. Marine Corps Food Service and Subsistence Program
- 

**3381-SUBS-2602:** Maintain a rations issue point

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 12 months

**INITIAL TRAINING SETTING:** MOJT

**CONDITION:** In a field environment, given the terrain, cover, access roads, security, material handling equipment, refrigeration, manpower assets, subsistence supplies and the references.

**STANDARD:** To ensure storage areas are set up according to the type and size of operation to be established.

**PERFORMANCE STEPS:**

1. Review feed plan/menu to a certain volume of subsistence required.
2. Determine personnel requirement necessary to successfully operate the ration issue point.
3. Determine refrigeration requirements.



4. Determine MHG, tentage, dunnage, and other related equipment requirements.
5. Select site.
6. Determine transportation requirements.
7. Set up operation and develop security plan.
8. Develop stockage levels.
9. Develop issue/pickup schedule.
10. Verify subsistence is protected from the elements.
11. Maintain proper stock rotation.
12. Provide substitutions.
13. Establish end-of exercise (ENDEX) subsistence disposal procedures for subsistence not consumed.
14. Receive, store, and issue subsistence.
15. Complete all administrative and accounting records.

**REFERENCES:**

1. FSC C8900-SL Federal Supply Catalog Stock List
2. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's

---

**3381-SUBS-2603:** Compute Packaged Operational Rations (POR) Requirements

**EVALUATION-CODED:** NO

**SUSTAINMENT INTERVAL:** 9 months

**BILLETS:** Food Service Operations Chief, Food Technician, Mess Officer, Subsistence Chief

**GRADES:** SSGT, GYSGT, MSGT, MGYSGT

**INITIAL TRAINING SETTING:** FORMAL

**CONDITION:** In a food service environment, given a computer/calculator, directives, unit's requirements, projected operating and safety levels, and the references.

**STANDARD:** To procure PORs within authorized budget and maintain required reports.

**PERFORMANCE STEPS:**

1. Obtain/review input.
2. Consolidate individual unit requirements.
3. Submit budget.
4. Review/submit accounting reports.

**REFERENCES:**

1. FSC C8900-SL Federal Supply Catalog Stock List
  2. MCO P10110.25C B Ration Book
  3. MCO P10110.40B Policy for Requisition, Issue, and Control of POR's
-